

Job Description

Job Title : Data Entry Operator**Job Location** : Patiala**Position Reports To** : Head – Health Centre

Main Purpose

Responsible to collect data from forms, enter the data in databases, and maintain accurate records of valuable company information. A data entry operator is expected to perform clerical tasks (including mailing and filing) as and when required and must be highly familiar with the usage of basic office equipment.

Qualification	Graduate
Experience	3-7 years of experience
Competency	Sound Knowledge of MS Office, Must have good typing and numeric key entry skills

Specific Accountability & Job Responsibility

- Transfer data from paper formats into a database system.
- Compile, verify the accuracy, and sort information.
- Enter data provided directly by customers or other parties
- Create and manage spreadsheets with large numbers of data
- Verify data by comparing it to source documents
- Update existing data and create reports and retrieve data
- Perform regular backups to ensure data preservation and sort, organize and store paperwork after entering data
- Review data for deficiencies or errors, correct the errors, and check final output.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **5th Nov 2022**