



Data Entry Operator

BRAC

**Job Category:** Data Entry/Operator/BPO

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Posted On:** 15 Oct 2024

**Application Deadline:** 30 Oct 2024

## Job Description/Responsibility

- Collect borrower's information along with NID number (Microfinance Programme) from BCC
- Check the NID information with Microfinance Regulatory Authority's (MRA) portal
- Mark the information whether it is matched with MF information and the MRA information.
- Input the necessary information in the MRA portal (software)
- Provide the daily information/report to the supervisor.
- Preserve the information in the system safely

## Education Requirements

- Higher Secondary Certificate (HSC) completed.

## Additional Academic Requirements

- Minimum H.S.C/Equivalent from any recognised institution.

## Experience Requirements

- No experience is required.

## Work Area

- Applicant should have experience of working in the following category(ies): Data Entry/Operator/BPO

## Industry Type

- Experience should include the following skills: NGO/Development

**Address:** BRAC Centre, 75 Mohakhali, Dhaka-1212, Dhaka, Bangladesh

**Company Profile:** BRAC believes that poverty is a system and its underlying causes are manifold and interlinked. Some of these linkages are obvious, for example, a day's wage forgone because of illness or resources lost to a natural disaster. Others play a more indirect role in perpetuating poverty, such as lack of awareness about laws and rights can lead not only to outright exploitation, but also encourage a lack of accountability on the part of the state to cater to its most vulnerable citizens. In order for the

poor to come out of poverty, they must have the tools to fight it across all fronts. We have, therefore, developed support services in the areas of human rights and social empowerment, education and health, economic empowerment and enterprise development, livelihood training, environmental sustainability and disaster preparedness. We operate social enterprises that are strategically connected to our development programmes, and form crucial value chain linkages which increase the productivity of our members' assets and labour, and reduce risks of their enterprises. These enterprises, ranging from agriculture to handicrafts, also help to make us increasingly self-reliant.

**Company Website:** <http://www.brac.net/>