



Data Entry Operator
GOLDEN HARVEST INFOTECH LTD.

Job Category: Data Entry/Operator/BPO

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Age Limit: 18 to 35 year(s)

Posted On: 15 Oct 2024

Application Deadline: 31 Oct 2024

Job Context

- Golden Harvest InfoTech Ltd (GHITL) is a multi-disciplinary outsourcing service provider established in 2000. GHIT specializes in digitizing data from handwritten documents and manuscripts with our team of professionals. Golden Harvest InfoTech works with clientele in the USA, UK, France, Germany and more.

Job Description/Responsibility

- Insert customer and account data by inputting text-based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check the output.

Education Requirements

- Higher Secondary Certificate (HSC) completed.

Additional Academic Requirements

- Higher Secondary, Diploma

Experience Requirements

- No experience is required.

Skills Requirements

- Job for Freshers, No experience needed.
- We have a well-facilitated training room for candidates who need training on typing speed.
- The opportunity for limitless earning "5 Months Allowance Package" for the On-the-job training period.

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: IT/Telecommunication

Compensation/Benefits

- 5 Months Allowance Package for On-the-job training period.
- Salary: Production-based.