



Job Category: Data Entry/Operator/BPO

Job Source: nrbjobs.com

Job Summary

No. of Vacancy: 200

Gender: Any

Career Level: Entry Level

Employment Type: Full Time

Posted On: 2 Nov 2024

Salary: Negotiable

Application Deadline: 1 Dec 2024

Job Context

- 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.

Job Description/Responsibility

- Golden Harvest InfoTech Ltd (GHITL) is recruiting for the new Mirpur Branch under the 'Hire & Train' Project. It is an excellent opportunity for residents of Mirpur to work with us as Data Entry Operators.
 - 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

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

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: IT/Telecommunication, IT & Telecommunication