

# **DATA ENTRY JOB 2025**

## **Job description**

Setting up customer accounts and provide relevant information to them.  
Follow the procedure, guidelines provided and implement it while troubleshooting queries.  
Excellent Opportunity for you to work with India's Leading Call Centers  
\*Fresher Candidates Can Apply Only  
\*Process - Backend & Computer Operator

## **JOB REQUIREMENTS:**

1. Handle emails from customers and business partners
2. Make outgoing calls where required

The role requires:

1. Hindi speaking skills
2. English speaking and writing skills
3. Ability to use email, excel, word

Job Type: Full-time

Role: Non Voice - Other

Industry Type: BPO / Call Centre

Department: Customer Success, Service & Operations

Employment Type: Full Time, Permanent

## **Education:**

- 10th ,12th & Graduate Passed

**Salary: -**

**Work from Home 12 to 18k**

**Work from office 14 to 20k**

**(Fixed Salary No Target Based)**

Work From Home also available

**Note - Hiring Only For Delhi**

**Regards- HR.DEPARTMENT**

**Phone -9899930657**