

Job Title: Data Entry Operator
Company: NIS Management Ltd



Salary: Rs.12,000 (Gross)
Duty Hours: 9 hours/day
Working Days: 26 days/month
Location: Client Site at Kolkata, West Bengal

Qualifications:

- Graduate with good computer knowledge **OR**
- Diploma in Computer Science **OR**
- ITI in Information Technology **OR**
- BCA

Key Skills:

- Proficiency in data entry work
- Strong typing speed and accuracy
- Good knowledge of MS Office and data management tools

Job Responsibilities:

- Accurate and timely data entry
- Maintaining and updating records
- Ensuring data confidentiality and security

Interested candidates may apply with their updated resume.

Anjan Bisain
01.02.2025

NIS Management Ltd. ISO 9001:2015 Certified

CIN : U74920WB2006PLC108679

Registered Office : 1st Floor, FL-1A (W), 489, Madurdaha, Kalikapur, Kolkata - 700 107, Phone / Fax : 91 33 2443 2026

Business Office : 4th Floor, 816, Madurdaha, Kalikapur, Kolkata - 700 107, Fax : 91 33 2443 2026

E-mail : info@nis.co.in, Website : www.nis.co.in