We offer ample opportunity to the creative minds and invite applications from aspiring, young and experienced candidates thirsty for taking up new challenges.

Want to change the world? If the answer is yes, then you've come to the right place. Just email in brief about your profile and interest along with your resume at
novamantic@gmail.com

Novamantic is an ISO 27001:2013, 9001:2015 testing and assessment solutions provider company for educational Institutions, Government organisations, Corporate entities, individual customers and international clients around the world. Novamantic provides a full suite of assessment services to delivers exams in a very secure environment to millions of individual every year.

Novamantic is an Equal Opportunity and Affirmative Action Employer All qualified applicants, including minorities, women, protected veterans, and individuals with disabilities are encouraged to apply.

NOTE:- Preference will be given to employees who have past experience in
(TESTING AND ASSESSMENT COMPANY)

Senior Data Entry Operator

Job Description:

The primary responsibility of data entry operator is to update and maintain information on our company databases and computer systems according to the specifications and guideline provided to him. Data entry operator will be responsible to make sure that all the work is done in correct manner and the entire work is completed according to the client's specifications.

Willingness to travel across PAN India

Core Competences

- Data entry skills.
- Excellent Typing speed with accuracy in Hindi and English.
- Previous experience as data entry operator will be considered an advantage.
- Experience with MS Office, MS Word, MS Excel, MS Access other data programs.

Responsibilities

• Insert 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 output.
• Research and obtain further information for incomplete documents.
• Apply data program techniques and procedures.
• Generate reports, store completed work in designated locations and perform backup operations.
• Scan documents and print files, when needed.
• *Keep information confidential.*
• Respond to queries for information and access relevant files.
• *Comply with data integrity and security policies.*

- Ensure proper use of office equipment and address any malfunctions.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Requirements

• Proven data entry work experience, as a Data entry operator.
• Familiarity with administrative duties.
• Experience using office equipment, like fax machine and scanner.
• Excellent knowledge of correct spelling, grammar and punctuation.
- Attention to detail.
• Excellent verbal and written communication in Hindi and English language.
• *Confidentiality.*

- Organization skills, with an ability to stay focused on assigned tasks.
- High school diploma; additional computer training or certification will be an asset.