

Data Entry Operator Job Responsibilities: District Level

- Prepares, compiles, and sorts documents for data entry.
- Making Available reports of various schemes available on AwaasSoft from time to time for District / Taluka Level Meetings.
- Issuance of correspondence at Taluka Level regarding implementation of schemes under PMAY Grameen, State Sponsored Grameen Gharkul Yojana & Pandit Deendayal Upadhyay Gharkul Jaga Ardhi Sahayya Yojana.
- Verifies and logs receipt of data.
- To keep minutes of review meetings, meetings etc. in the context of rural housing scheme.
- To Supervise all the work as per the orders of Chief Executive Officer / Project Director, District Rural Development Agency.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Performs regular backups to ensure data preservation.
- Responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment (photocopy machine, fax machine, etc.)
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks as required.
- To keep daily record of all the above work & keep it up to date.
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Data Entry Operator Qualifications/Skills:

- Excellent attention to detail
- Ability to multitask effectively

- Strong written and verbal communication skills
- Ability to perform repetitive tasks with a high degree of accuracy
- Comfortable working independently with minimal supervision

Education and Experience Requirements:

- Graduate Degree
- 1-3 years of experience in data entry or equivalent training
- Ability to type a minimum of 40 Words per Minute (Marathi / English Mandatory)
- Experience with Microsoft Office (Microsoft Excel, Microsoft Word)