Position: Data Entry Operator

About CGU and other institutions: -

- C.V. Raman Global University (and other institutions as and when established) was established as per "Odisha Act 01 of 2020" and Gazette Notification No.: 1236/HTE-I-46/2017(Pt.)/SDTE dated: 29th February 2020. To begin with, CGU, Odisha started as a degree level engineering college named as C.V. Raman College of Engineering (CVRCE) in the year 1997. Since its inception, it was wedded to quality and steadfastly remained committed to bringing about rapid transformations in the field of technical education by imparting high quality education and training through its well-equipped smart classrooms, world class labs, unbeatable Centres of Excellence and a rich library having connectivity with the leading libraries of the world.

- CGU, Odisha has been ranked among the top 100 engineering colleges by National Institute Ranking Framework (NIRF), Ministry of Human Resource Development (MHRD), and Government of India consecutively for last 05 years and also in National level Outlook magazine. We have been accredited by National Board of Accreditation (NBA). Further, we have been recognized as Scientific and Industrial Research Organizations (SIROs) by D.S.I.R., Government of India.

- **Job Location:** CGU campus (https://cgu-odisha.ac.in/), Bhubaneswar, Odisha.

Job Responsibilities:

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- 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, facsimile machine, etc.)
- Maintains a satisfactory level of quality and productivity per department standards.
- Completes additional assigned tasks as required.

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:

- Bachelor's degree or equivalent and career throughout 60%
- Associate degree preferred but not required
- 1-3 years of experience in data entry or equivalent training
- Ability to type a minimum of 40 WPM
- Experience with Microsoft Office (Microsoft Excel, Microsoft Word)
- Stenography will be given preference