

United Kingdom Jobs Expertini®

Data Operator In Abroad

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Company: Skywalk Visa Immigration Services LLP

Location: United Kingdom

Category: other-general

Call or WhatsApp Mr. Aman at -9863937736.

Prepares, compiles, and sorts documents for data entry.

Verifies and logs receipt of data.

Transcribe 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.

Review data for errors, missing pages, or missing information and resolve 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.

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