

Data Entry Internship

Job Location

India

Remote work from: IN

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Base Salary

Rs. 14,000 - Rs. 19,000

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

Data Entry Internship Jobs in Victaman Services Private Limited Careers

Victaman Services Private Limited is hiring a Data Entry Intern!

This is a great opportunity to start your career. You will enter and manage data in spreadsheets and databases. Your work should be accurate and organized. This internship will help you improve your data entry skills. You will also learn how to use different software.

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Responsibilities:

- Enter data into spreadsheets and databases.
- Check and correct any errors in the data.
- Keep files organized for easy access.
- Use Google Sheets and Excel for data entry.
- Work with the team to ensure accuracy.
- Follow company rules for data entry.
- Pay attention to details and maintain accuracy.
- Learn and use new software if needed.
- Help with other office tasks when required.

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Skills Required:

- Fast and accurate typing skills.
- Knowledge of Microsoft Excel and Google Sheets.
- Good attention to detail.
- Ability to work alone and finish tasks on time.
- Basic computer skills.
- Strong organization skills.

Hiring organization

Victaman Services Private Limited

Date posted

March 7, 2025

Valid through

30.09.2025

APPLY NOW

- Good communication and teamwork.
- Willingness to learn new things.

Qualifications:

- No specific degree required.
- Basic knowledge of computers and data entry.

Experience:

- No prior experience is required.
- Freshers can apply.

Salary:

- ₹12,000 – ₹15,000 per month (Standard Industry Salary).

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Work Details:

- **Job Type:** Work from Home.
- **Working Days:** 5 days a week.
- **Job Timing:** Full-time.

This is a great chance to gain work experience. If you are interested, apply now!

Important Links

Find the Link in [Apply Now](#) Button

Indians "Apply Now Online! – Work From Home Jobs – 2+ Exp. and Fresher Required"

[Indians Apply for Workers, Work From Home, Official, and Admin Posts](#)

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