



vistara[®]
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<https://jobquest.jobsworld.com/job/vistara-recruitment-2023-2-years-experience-required-data-entry-cum-back-office-post/>

Vistara Recruitment 2023 – 2+ Years Experience Required – Data Entry Cum Back Office Post

Hiring organization
Vistara

Job Location

Lucknow, Uttar Pradesh, India
Remote work from: India

Date posted
April 17, 2023

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Valid through
31.12.2025

Base Salary

Rs. 22,000 - Rs. 29,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Vistara Recruitment 2023

The Data Entry Cum Back Office post is a responsible for entering data into the computer system from source documents such as invoices, bills, shipping records, etc.

Vistara Jobs For Freshers

Responsibilities:

- Entering data into the computer system from source documents
- Ensuring accuracy and attention to detail while entering data
- Perform other Back Office duties as needed

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Vistara Work From Home

Qualifications:

- Prior experience in data entry
- Attention to detail
- Knowledge of Microsoft Office

Important Links

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

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