

Data Entry/Reporting Specialist

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Company: GCS Pvt Ltd

Location: Karachi

Category: other-general

Data Entry/Reporting Specialist

GCS Pvt Ltd, PakistanCoordinates data processing activities to ensure timely, complete and accurate transmission of data.

Coordinates documentation of all data entry procedures to support consistency in data collection.

Assesses and verifies data quality and coordinates changes/corrections to data.

Accurately performs data analyses to generate reports.

Performs data validation and storage of various project documents.

Maintains data records, data analyses and report generation to meet departmental requirements.

Develops new procedures to process, analyze, validate, and store data.

Job Timings 4pm-1am or 2pm-11pm

Job SpecificationComputer skills and a knowledge of relevant software packages.

Basic literacy and numeracy skills.

Organisational abilities.

Good communication skills, both written and verbal.

Computer & Network Security - Karachi, Pakistan#J-18808-Ljbffr

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