

<https://govhelp.in/job/vedantu-recruitment-2023-work-from-home-data-entry-operator-post/>

## Vedantu Recruitment 2023 – Work From Home – Data Entry Operator Post

**Hiring organization**  
Vedantu

### Job Location

India  
Remote work from: India

**Date posted**  
April 1, 2023

**Valid through**  
31.12.2025

### Base Salary

USD. 9,000 - USD. 15,500

APPLY NOW

### Qualifications

Graduate, 12th Pass.

### Employment Type

Full-time

### Description

## Vedantu Recruitment 2023

The Data Entry Operator is responsible for performing a variety of administrative and clerical tasks in order to support the efficient operation of the company.

Vedantu Jobs Near Me

### Responsibilities:

- Manage and monitor front office email
- Provide administrative support to the team, including organizing meetings
- Schedule and track appointments
- Handle invoicing and other financial duties
- Maintain inventory of office supplies and equipment

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Vedantu Careers

### Qualifications:

- High school diploma
- At least 2 years of administrative experience
- Familiar with basic accounting principles

### Important Links

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

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