

## Data Entry Analyst

Patio Digital is seeking candidates for an upcoming project. This job requires entering confidential alpha and numeric information into the database. The right candidate must be detail-oriented, goal-oriented. Information that is handled includes, but not limited to; member names, insurance information, client they are under, HMO, member addresses, etc. (protected health information). Some level of understanding clinical terminology helps.

### Responsibilities:

- Transfer data from paper/image formats into computer files or database systems using keyboard
- Excellent data entry skills typing 7000+ keystrokes per hour and/or 50+ wpm with 95%+ accuracy
- Type in data provided directly from customers
- Create excel spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork/files after entering data to ensure it is not lost

### Requirements:

- Proven experience as data entry clerk
- Fast typing skills; Knowledge of touch typing system is strongly preferred
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases
- Good command of English both oral and written and customer service skills
- Great attention to detail
- High school degree or equivalent. Bachelors Degree Preferred
- The job will require working in a team environment.

**Experience:** No prior experience needed as such but its always a plus. Training is provided.

**Working hours:** Candidates must be flexible to work an 8-hour shift within these hours.

8:00 AM - 5:00 PM

5:00 PM - 12:00 AM

12:00AM - 8:00 AM

**Pay:** 1.5 Lac - 2 Lac per annum plus benefits based on qualification and experience

**Location:** Wallfort Ozone, Fafadih Chowk, Raipur CG 492001

If you are interested in learning more about this opportunity, please respond with a copy of your Word/PDF resume to [careers@patiodigital.com](mailto:careers@patiodigital.com) with this job position in the subject line. Also let us know a time when you are available to talk.

It is moving quickly with interview this week, so if you know of anyone else who would be interested, please let us know!

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