



Data Entry Operator

Duration: 6 Month | 1 Year | 2 Year | 3 Year

Time Period: 3 Hours | 4 Hours | Full Time

Location: Sunrise Education & Consultant & Within Gorakhpur.

Work Index of a Data Entry Operator:

1.	Data Entry
2.	Data Verification
3.	Professional Communication
4.	Database Management
5.	Document Preparation
6.	Data Processing
7.	File Management With Software and System Usage
8.	Email and Official Communication
9.	Printing, Scanning, and Documentation
10.	Data Backup and Security
11.	Report Generation
12.	Quality Assurance
13.	Office Coordination
14.	Time Management
15.	Record Management & Compliance with Organizational Policies
16.	Any Other Assigned Duties

Career Opportunities & Benefits After Completing a Data Entry Operator Internship

A **Data Entry Operator Internship** provides practical experience in data management, office administration, digital documentation, and computer applications. It helps candidates develop accuracy, speed, organizational skills, and proficiency in office software, preparing them for careers in government offices, private companies, educational institutions, healthcare organizations, and business enterprises.

Career Opportunities After Internship

- ✓ Data Entry Operator
- ✓ Computer Operator
- ✓ Office Assistant
- ✓ Back Office Executive
- ✓ MIS Executive
- ✓ Documentation Executive
- ✓ Administrative Assistant
- ✓ Customer Support Executive
- ✓ Database Assistant
- ✓ Freelance Data Entry Operator / Self-Employment