

## DAKSHINAYAN FOODS PRIVATE LIMITED

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### **WE ARE HIRING DATA ENTRY OPERATOR**

Location: **Ahmedabad**

(Job description)

Data Entry Executive Document Management System

#### **Role Summary:**

**Responsible for receiving, verifying, and recording financial and operational documents, entering data into internal systems, managing digital and physical records through the Document Management System, and ensuring accurate and timely document flow for further processing by relevant teams.**

#### **Skills Required**

- Accuracy and attention to detail
- Basic data entry and spreadsheet skills
- Knowledge of document filing and record management (DMS)
- Ability to follow processes and timelines
- Good coordination and communication skills

#### **Qualification**

- Graduate in any discipline (Commerce preferred)
- Basic computer proficiency required

#### **Experience**

- 0 -2 years of experience in data entry, documentation, or back-office operations
  - Freshers with relevant skills may also be considered
- Candidate from Ahmedabad will get preference

#### **Desired Candidate Profile**

- Experience in data entry

#### **Education Qualification**

- Any Graduate

PG: Any Postgraduate

**Kindly Email your resume on [hr@dakshinayan.in](mailto:hr@dakshinayan.in)**

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