



<https://alhamzagroup.net/job/data-entry-operator-contractual-06-months/>

Data Entry Operator – Contractual (06 Months)

Description

National Petrocarbon (Pvt) Ltd is seeking a motivated and detail-oriented Data Entry Operator (ERP) for a 6-month contractual position at our Head Office in Karachi. The selected candidate will be responsible for entering and managing data within the company's ERP system, maintaining accurate records, and supporting administrative and operational functions.

Responsibilities

Enter, verify, and update data accurately in the ERP system and company databases.
Review and correct information to ensure completeness and accuracy.
Maintain organized digital and physical records.
Generate reports and summaries from the ERP system as required by management.
Ensure data confidentiality and integrity.
Coordinate with departments to resolve ERP-related data issues.

Qualifications

Bachelor's degree (preferably in Commerce, Computer Science, or a related field).
Proficiency in MS Office applications, especially Excel and Word.
Experience with ERP systems is a plus (preferred but not mandatory).
Strong attention to detail and accuracy.
Good communication and organizational skills.

Experience

1–2 years of experience in data entry, ERP, or administrative work preferred.
Fresh candidates with strong computer skills are encouraged to apply.

Job Benefits

Fuel Allowance

Hiring organization

National Petrocarbon (Pvt) Ltd

Employment Type

Contractor

Duration of employment

Contractual (06 Months)

Industry

Information Technology

Job Location

Suite #301-4, 3rd Floor, Beaumont Plaza, Beaumont Road, Near PIDC House, 75530, Karachi, Sindh, Pakistan

Working Hours

10:00 AM – 06:00 PM (Monday to Saturday; Alternate Saturdays off)

Base Salary

Rs 40000 - Rs 45000

Date posted

October 13, 2025

Valid through

31.10.2025