



**Dear All,**

**Shivraj Laxmichand Jain Jewellers** is a reputed jewellery retail firm with a legacy of quality service and well-managed operations. The company is seeking Data Operators to support daily administrative functions through accurate data entry, reporting, and digital record-keeping at its Somajiguda showroom.

**Role:** Data Operator

**Verticals:** - Operations & Administration

**Vacancy:** 2 positions

**Job Location:** Somajiguda, Hyderabad

**CTC:** ₹15,000 – ₹20,000 per month

**Eligibility:**

- Minimum 1 year of experience in data entry or administrative operations
- Proficiency in MS Excel and basic computer software
- Strong attention to detail and record accuracy
- Familiarity with showroom software or retail data systems is a plus

**Job Description:** Shivraj Laxmichand Jain Jewellers is hiring Data Operators to handle day-to-day billing, reporting, and support functions. The ideal candidate will be responsible for maintaining digital records, supporting HR/Admin teams, and ensuring data confidentiality in a fast-paced showroom environment.

**Responsibilities:**

- Enter daily billing details and transactions into Excel or showroom software
- Maintain accurate customer data, invoice logs, and sales records
- Update inward and outward product stock entries
- Support HR/admin in tracking attendance and shift schedules
- Assist in generating daily/weekly/monthly reports for management
- Ensure all digital records are organized, updated, and backed up regularly
- Maintain confidentiality of sensitive documents and data