

DG KNITTING	
Designation: Data Entry Operator	
Minimum Experience: 2-3 year	Salary Range: 15,000-21,000 P.m.
Report to: Production Head	Current Location: PIPODARA
Roles/Responsibilities: <ul style="list-style-type: none"> • Coordinate with production supervisors on a daily basis to collect accurate data related to yarn input, fabric output, machine-wise production, downtime. • Enter all collected production data systematically into the ERP or designated software. • Maintain daily shift-wise and job-wise production logs, ensuring correctness and completeness. • Cross-verify physical logbooks and machine running sheets with system entries. • Ensure timely data entry to enable real-time tracking and reporting of production status. • Support the generation of daily, weekly, and monthly production summaries and MIS reports for management. • Report any discrepancies, missing information, or unusual data patterns to the Production Manager. • Maintain backup of all data entries and ensure confidentiality of production-related information. • Assist other departments in relevant data entry tasks when required. 	
Skills & Qualifications: <ul style="list-style-type: none"> • Education: HSC (12th Pass) or Graduate with basic computer proficiency. • Experience: 2 years of experience in data entry, preferably within a textile or manufacturing unit. • Proficiency in ERP system, MS Excel, Word, and email communication tools. • Basic understanding of textile production terms such as GSM, gauge, job cards, and machine logs. • Good typing skills with accuracy and attention to detail. 	
Soft Skills: <ul style="list-style-type: none"> • Ability to communicate effectively with supervisors and machine operators to gather information. 	

- Proactive in following up on pending or missing data.
- Responsible and consistent in daily data reporting.
- Systematic approach to managing and organizing digital records.