

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:

- 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:

- 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:

- 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.