



Circular Details

Job Title : Data management agent

Designation : Internee

Experience : 1 year experience

Age : 20 to 25

Salary Range : 20k to25k

Vacancy : 1

Posted Date : 23-09-2025

Last Date to Apply : 30-09-2025

Job Title: Data Management Agent

Location: Faisalabad

Job Summary:

We are looking for a **detail-oriented and organized Data Management Agent** to handle the accurate collection, entry, maintenance, and analysis of company data. The ideal candidate will ensure data integrity and availability to support decision-making and smooth business operations.

Key Responsibilities:

Collect, organize, and maintain company data across databases and systems.

Accurately enter and update information to ensure data integrity and consistency.

Verify and correct data to minimize errors and maintain high-quality records.

Generate regular reports and summaries as required by management.

Assist in creating and implementing data management policies and procedures.

Ensure proper data backup and secure storage of sensitive information.

Coordinate with various departments to retrieve and share data as needed.

Maintain confidentiality and comply with data security regulations.

Requirements:

Bachelor's degree in **Business Administration, Information Management, Computer Science** or a related field (preferred but not mandatory).

Experience in **data entry, record management, or administrative roles** is an advantage.

Proficiency in **MS Excel, Google Sheets, and database management tools**

Strong attention to detail with excellent organizational skills.

Ability to work independently and manage multiple tasks efficiently.

Good communication and problem-solving abilities.