

## Data Entry Assistant

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Company: AM-TREE

Location: Kuwait City

Category: other-general

Operate common office equipment, like scanners and printers.

Search for and investigate information contained in files.

Perform regular database backups to secure data.

Input text-based and numerical information from source documents.

Provide occasional administrative support.

Sort and organize hard copies of paperwork after entering data electronically.

Review data for deficiencies or errors.

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