

Data Entry Officer Interview Questions And Answers Guide.



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Data Entry Officer Job Interview Preparation Guide.

Question # 1

Tell us what is data entry operator?

Answer:-

A data entry operator is someone who's main function is to enter data into a computer. this function is not related to any particular sector and most of the time its an entry level position.

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Question # 2

Explain dfd?

Answer:-

DFDs are constructed using four major components External Entries:External entities represent the source of data as input to the system. Data stores:Data stores represent stores of data within the system. Processes on inside the business depicted in the context diagram.DFDs are constructed using four major components External Entries:External entities represent the source of data as input to the system. Data stores:Data

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Question # 3

Do you do data entry into CMS?

Answer:-

Please provide more detail. Is this intended to mean:

* Content Management System (depends on which one; be more specific)?

* Conversational Monitoring System (an operating system; you dont "do data entry" directly into it but into a program running under CMS, so again youd need to specify what program)?

* Or something else?

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Question # 4

Can you please explain the difference between data integrity and data validity?

Answer:-

Usually data entry personnel - who enter, for example, 13/25/2010, by mistake, while errors in data integrity are caused by bugs in computer programs that, for example, cause data. Therefore, testing should be performed on a regular basis because data changes over time.Data Validity Errors caused due to incorrect data entry, called data validity errors, are probably the most.

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Question # 5

Does the data entry and filing the same?

Answer:-

No, data entry is using an alphanumeric keyboard and/or ten key to enter data into a computer or data base. Filing is organizing data either alphabetically or relevant data into files or folders.

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Question # 6

Explain data warehousing?

Answer:-

For extended periods of time. Because they are separate from operational systems, data warehouses provide retrieval of data without slowing down operational systems. Data warehouses facilitate decision support warehouses can work in conjunction with and, hence, enhance the value of operational business applications, notably customer relationship management CRM systems. Data warehouse architecture.



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Question # 7

What are punch cards?

Answer:-

For operating fairground organs and related instruments. It was used through the 20th century in unit record machines for input, processing, and data storage. Early digital computers used punched cards as the primary medium for input of both computer programs and data, with offline data entry on key punch machines. Some voting machines use punched cards.

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Question # 8

Does a salary entry-level copywriter make?

Answer:-

around \$31k Canadian..

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Question # 9

Can you do data entry with 100 percent accuracy?

Answer:-

I will enter data very carefully. Some people do it all the time.

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Question # 10

Tell us how much a data entry make?

Answer:-

It depends on the market, survey the salary of DEO in the market yourself.

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Question # 11

Tell us which types of work available in ITES / BPO industry for a BCA graduate like me?

Answer:-

Back office operations/revenue accounting, data entry, data conversion including finance and accounting and HR services. Other services including remote education, data search, market research, network consultancy and management as IT enabled services....well, Back office operations/revenue accounting, data entry, data conversion including finance and accounting and HR services, Other services.

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Question # 12

Explain the difference between data warehousing and data mining?

Answer:-

This area of data mining is known as predictive analytic....Data warehousing is the storage of data, typically summarized and prepared for analytical purposes, in contrast to "operational" databases, which are used in the real-time operation of a business or other organization. Data mining is the search for relationships and global patterns that exist in large databases but are hidden among the vast.

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Question # 13

Explain palm?

Answer:-

Palm is its basic method of data entry: a writing device, called a stylus, can be pointed at icons on the display to select items for entry. The stylus can also be used to enter alphanumeric data words stenographers tablet. Data appears on an liquid crystal display LCD screen. One of the outstanding features of the Palm is its basic method of data entry: a writing device, called a stylus, can be pointed at icons.

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Question # 14

Tell me have you researched about our company? What are our core values?

Answer:-

Yes, I researched extensively on your website. I am well aware of your mission and goals, i.e. Care, Service, Efficiency and Quality.

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Question # 15

Why you want to work with us?

Answer:-

I want to work for you because I was greatly impressed from your mission and repute of delivering the best health services in the town. I want to make the most of



my data entry and clerical skills to contribute to your bottom line.

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Question # 16

Explain the difference between BPO and KPO?

Answer:-

Data Entry, Payroll Processing etc. Some of the web based services include live online sales and order entry, E-commerce transaction support, Live online inquiry handling, Web Design. BPO undertakes Data processing Basic data entry Setting up of a bank account Department Outsourcing Provides technical support Provides email support to its customers Even after the entry of KPO.

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Question # 17

How you transfer XML data including GUID into tally?

Answer:-

Ideal solution for.... Business Owners. Data entry operators....well, A method and system for processing data records having multiple formats is provided, in which each format to be parsed has a plug-in module for you. No need to learn VB, VC, Java, XML. Simply put your data in to MS Excel sheets, and transfer all the data to Tally A/c Sw in a click. Ideal solution for.... Business Owners. Data entry operators.

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Question # 18

Why do you want to pursue a career as a data entry?

Answer:-

My best asset is my typing speed. I would like to take advantage of this asset and I believe that a data entry position will do justice to it.

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Question # 19

Tell me have you worked in healthcare office setting before?

Answer:-

Yes, at XYZ I worked as a laboratory assistant and data entry clerk.

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Question # 20

What is the key thing about you that can give you an edge over other contenders of this position?

Answer:-

My exemplary time management skills, healthcare experience, 76 words per minute typing speed and, above all, 2 training courses on medical terminology, 1 on effective CRM and 2 on essentials of data management and presentations.

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Question # 21

Tell me besides your defined duties, can you perform front desk tasks?

Answer:-

Yes! I am adept at handling reception work and managing telephone exchange / PABX. In addition, my strong communication skills and customer focused approach would enable me to manage front desk effectively.

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Question # 22

Tell us how proficient you are with data entry technology and equipment?

Answer:-

Since I have been working as a data entry clerk for five years, I can work on most popular data entry software. I also have the capacity to learn new software in a time-efficient manner. I am competent in using keyboards, data entry calculators, data recorders and optical scanners.

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Question # 23

How do you ensure accuracy while working?

Answer:-

I ensure accuracy at each point. When I punch in information, I make sure that I read it at least three times before typing it. Once I am done entering a module, I revisit it and compare it to the original to make sure that I have indeed punched in correct information.

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Question # 24

What do you rate as the best virtue of a data entry?

Answer:-



I believe that accuracy is the best virtue without which it will be impossible to provide quality work. Since many company decisions are made based on the information that data entry clerks punch in, it is important that quality is maintained.

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Question # 25

What are the cods rule for DEO?

Answer:-

Operations including view definitions, data manipulation operations update as well as retrieval, security and integrity constraints, and transaction management operations begin, commit, and rollback. Rule 6, and delete operators. This means that data can be retrieved from a relational database in sets constructed of data from multiple rows and/or multiple tables. This rule states that insert, update, and delete.

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