

## ABOUT SNEHA

SNEHA (Society for Nutrition, Education and Health Action) is a Mumbai-based non-profit organization dedicated to improving the health, nutrition, and safety of women and children living in vulnerable urban informal settlements. Our mission is to empower urban women and children through integrated health and nutrition programs, education, and advocacy.

We work through a dual approach—engaging both care seekers and care providers. At the community level, we empower women and families to become agents of change, while simultaneously collaborating with public health and safety systems to drive sustainable improvements in urban health outcomes.

SNEHA's key programs include:

- Maternal and Child Health
- Empowerment, Health and Sexuality of Adolescent
- Prevention of Violence against Women and Children
- Public System Partnership
- Palliative Care

Between 2016 and 2025, SNEHA directly reached over 620,555 women, children, and healthcare workers, and indirectly impacted a population of over 3.63 million across seven municipal corporations and three municipal councils in the Mumbai Metropolitan Region (MMR). Today, SNEHA is a 500+ member organization with deep grassroots presence and a strong track record of reducing maternal and neonatal mortality, child malnutrition, adolescent anaemia, and gender-based violence— key determinants of health equity for families and communities

## ABOUT THE PROGRAM

This project seeks to provide palliative care to all people, irrespective of caste, creed, religion and economic status, to allow them to live their life with minimum pain, with dignity and comfort, to the very end. It seeks to provide prevention of and relief from suffering to patients with life-limiting illness or experiencing intense pain through provision of medical support, counseling and other services.

### ***“WHAT'S IN IT FOR ME” (WIIFM) - AT SNEHA***

At SNEHA, our fundamental belief is that prioritizing people is key, demonstrating our strong dedication to nurturing a supportive and growth-driven atmosphere. We uphold an open-door policy that champions transparency and open dialogue. We actively invite employees to voice their ideas, feedback, and concerns, fostering a culture where innovation and teamwork can flourish.

***If you value excellence and are passionate about nurturing individuals, SNEHA is the perfect place for you!!***

**For detailed Information visit our website: [www.snehamumbai.org](http://www.snehamumbai.org) and follow us on:**

SNEHA - SOCIAL MEDIA HANDLES	
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## PROFILE SNAPSHOT

### Designation: Consultant Data Entry

- ✚ **Role:** The Palliative Care Doctor will assess and manage patients' treatment to provide pain and symptom relief, improve comfort, and enhance quality of life. The role includes supporting patients and families emotionally, attending inpatient palliative care services, conducting family meetings, prescribing treatments, participating in clinical, educational, and research activities, conducting home/hospital visits, and providing palliative care training to stakeholders.
- ✚ **Educational Requirement:** High school diploma or equivalent; additional qualifications/certifications in data entry or computer applications will be an added advantage.
- ✚ **Experience:** 2 -5 years of experience as a Data Entry Operator or in a similar data-focused role. Experience handling large datasets and working in healthcare, finance, or other data-centric environments is preferred.
- ✚ **Location:** Kalwa Hospital
- ✚ **Reports to:** Program Coordinator
- ✚ **Apply:** Applications are to be sent via email to [belinda.menezes@snehamumbai.org](mailto:belinda.menezes@snehamumbai.org) with the Subject line: "Consultant Data Entry"
- ✚ **Date of publishing:** 19<sup>th</sup> May 2026

## DUTIES & RESPONSIBILITIES

- Enter and update data in systems and databases from various sources, including physical documents and digital records.
- Ensure accuracy, consistency, and quality of all data entries.
- Conduct regular data backups and quality checks to maintain data security and prevent data loss.
- Assist in retrieving, organizing, and maintaining data for reports, audits, and operational requirements.

- Coordinate with internal teams to resolve data-related issues and support process improvements.
- Generate reports, summaries, and data insights as required by management.
- Maintain confidentiality of data and ensure compliance with data protection guidelines.
- Perform routine data updates and monitor changes within company systems.
- Ensure timely completion of assigned data entry activities.
- Compile, review, and verify source documents before data entry.
- Prepare documentation, reports, and summaries for management review.
- Respond to requests for data retrieval and provide required reports promptly.
- Support troubleshooting and resolution of issues related to data management software.

### **CRITICAL TRAITS**

- Attention to detail
- Accuracy and reliability
- Strong organizational skills
- Confidentiality and integrity
- Time management
- Analytical mindset
- Process-oriented approach
- Adaptability

### **BEHAVIOURAL COMPETENCIES**

- Teamwork and coordination
- Effective communication
- Accountability and ownership
- Problem-solving ability
- Ability to work independently
- Multitasking and prioritization
- Proactive approach
- Commitment to quality and compliance

### **DESIRABLE SKILLS FOR THIS ROLE**

- Basic knowledge of databases and data management tools.
- Ability to work independently as well as collaboratively in a fast-paced environment.
- Strong coordination, accuracy, and problem-solving skills.
- Certification in typing, data entry, or related software tools will be an added advantage.
- Prior experience in data entry within sectors such as healthcare, finance, or similar industries is preferred.
- Experience handling large datasets or working in a data-centric environment.

*“Come and be a catalyst for innovation and positive change-apply today to shape the future with us!”*