

WE'RE HIRING

DATA ENTRY EXECUTIVE



We are seeking a Data Entry Executive to join our NIDA FOUNDATION. In this role, you will enter, update, and maintain accurate data across organizational systems, verify information for completeness, organize records, and support the team in daily operations.

RESPONSIBILITIES

- Enter and update data accurately across internal systems
- Verify and validate data entries to ensure completeness and accuracy
- Maintain strict data confidentiality and integrity at all times
- Assist in generating routine operational and management reports
- Assist the team with their daily operations.

REQUIREMENTS

- Minimum 2 years of experience in data entry or a related field
- Excellent typing speed with a high level of accuracy
- Strong attention to detail and organizational skills
- Proficiency in Microsoft Office Suite, particularly Excel and Word
- Good written and verbal communication skills

Please mention Application for the Post of **'Data Entry Executive'** as the subject of your email.

Interested applicants are requested to email your CV's to **admin@nida.lk** send on or before 02nd March 2026

Nida
Foundation
"CENTRE OF EXCELLENCE"

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