

WE ARE HIRING

DATA ENTRY OPERATOR

We are seeking a smart, accurate and detail oriented **Data Entry Operator** to join the team of a reputed bank.

Colombo, Hatton, Kirindiwela, Matale



KEY RESPONSIBILITIES

- Passed G.C.E. O/L Examination with Credit passes for Mathematics & English
- Freshers are encouraged to apply
- Good computer literacy (MS Excel, MS Word essential)
- Typing speed and accuracy
- Good communication skills
- Age below 26 years

QUALIFICATIONS

- Enter and update data accurately into company systems
- Maintain databases and ensure data accuracy
- Review, verify and correct data when necessary
- Prepare and generate reports as required
- Maintain confidentiality of all company information
- Perform general office and administrative tasks related to data handling



If you meet the above criteria, apply soon by sending your CV to **hr10@micronetglobal.net**

