



Aviha Group is one of Sri Lanka's leading holding companies, encompassing two world-class brands: Colombo Bartender & Barista School, Colombo Caregiver and Health Science School, Jobdaddy.lk and Docmart

We are seeking **experienced** and passionate individuals with **proven track records** to join our dynamic team.

Data Entry Operator

We are seeking a detail-oriented and highly organized Data Entry Operator to join our team. The successful candidate will be responsible for accurately entering and updating information in our databases, maintaining data integrity, and supporting the team with administrative tasks. This is an excellent opportunity for someone who thrives in a fast-paced, data-driven environment.

Key Responsibilities:

- Accurately inputting and updating data in to the systems.
- Reviewing and verifying data for accuracy and completeness.
- Collaborating with team members to ensure smooth workflow and data accuracy.

Qualifications:

- Proven experience as a Data Entry Operator or similar role.
- Proficiency in Microsoft Office Suite.
- Strong organizational skills with the ability to multitask.
- Ability to work independently and manage time effectively.

WhatsApp your CV to **0777139860**