

JOIN US WE'RE HIRING

JOB POSITION **DATA ENTRY OPERATORS**

JOB DESCRIPTION

RECORDING & MAINTAINING
ALL DOCUMENTS RELATED
TO THE ACCOUNTS DEPARTMENT.

REQUIREMENTS

MALE/FEMALE

AGE :20-36 YEARS

GCE A/L LEVEL QUALIFICATION

MINIMUM OF 6 MONTHS EXPERIENCE IN THE RELEVANT FIELD

COMPUTER LITERACY

FAMILIAR WITH MICROSOFT OFFICE PACAKGE (WORD, EXCEL)



LANGUAGE PROFICIENCY: ENGLISH/ SINHALA /TAMIL

PLEASE SEND IN YOUR CV

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 **HUGO**  **HUGO Max**
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