

DATA ENTRY OPERATOR

We are seeking a smart, accurate and detail oriented **Data Entry Operator** to join the team in

**Colombo, Kirindiwela,
Badulla, Negambo, Wattala**

QUALIFICATIONS

- Passed A/L . 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 25 years



KEY RESPONSIBILITIES

- 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

