

Our client is one of the leaders in power and mobility sector and sole distributor for global entities supplying Diesel engines, generators and systems. They are looking for a dynamic, result oriented individual to join twith them.

## Responsibilities

- Inputting and updating data accurately into computer systems and databases
- Verifying and reviewing data for errors or discrepancies and correcting them
- Performing regular data backups to ensure data integrity and security
- Generating reports, spreadsheets, and other data-related documents as required
- Responding to data-related inquiries or requests from team members or clients
- Ensuring confidentiality and data privacy by following established protocols

## Requirements


- Passed GCE A/L or equivalent education
- Proven experience in data entry or related administrative roles
- Excellent typing speed and accuracy
- Proficiency in using computer systems and software, including MS Office (Word, Excel, etc)
- Familiarity with data entry tools and techniques
- Strong attention to detail and ability to spot errors or inconsistencies in data.
- Ability to work independently and meet deadlines
- Excellent organizational and time management skills
- Ability to multitask

*An attractive salary package along with other benefits and excellent career opportunities await the right candidate.*



Send your cv to [jobs@smartquestconsult.com](mailto:jobs@smartquestconsult.com)

**SMART QUEST PVT LTD**

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