



**Revocare
Solutions®**
REVOLUTION WITH CARE

**Great
Place
To
Work.**

Certified
MAR 2023-MAR 2024
LKA

WORKPLACE
CAREERS AND
REVOCARE
TEAM CULTURE

WE ARE HIRING

Data Entry Operator

We are seeking a dedicated Data Entry Operator to become a vital part of our team!

Remuneration package : Basic Salary
+ Attendance Bonuses for the suitable candidate.

*Working hours 11.00 AM - 8.00 PM.

Responsibilities

- ✓ Enter data with precision and efficiency into our systems, ensuring a high standard of accuracy.
- ✓ Verify and review data to identify and correct errors or discrepancies, maintaining data consistency and integrity.
- ✓ Collaborate with team members to promptly address and resolve any data-related issues.
- ✓ Maintain data confidentiality and security by adhering to established protocols.
- ✓ Assist in compiling, sorting, and organizing data for analysis and reporting purposes.
- ✓ Contribute to process improvement initiatives to enhance the efficiency and effectiveness of data entry procedures.
- ✓ Assist with administrative tasks as required.

Qualifications

- ✓ Proficiency in typing and data entry, with a strong focus on speed and accuracy.
- ✓ Excellent attention to detail, ensuring data precision and correctness.
- ✓ Proficiency in MS Office (Word, Excel, Outlook) and Google Sheets.
- ✓ Strong organizational skills to effectively manage and prioritize tasks.
- ✓ Ability to work independently while being a cooperative team player.
- ✓ Exceptional time management skills, meeting deadlines consistently.
- ✓ Strong communication skills, both written and verbal.

✉ E-MAIL YOUR CVS TO

hr@revocaresolutions.com

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