



WE ARE HIRING

Data Entry Executive

Key Requirements :

Location : Wellawatta

- ▲ Age 22 and above & Completed G.C.E O/L
- ▲ Excellent working knowledge in MS Word & MS Excel
- ▲ Excellent communication skill in English, Sinhala and Tamil is added skill
- ▲ An Ability to work under pressure
- ▲ 3 Years working experience in related field.
- ▲ Good attention to details.
- ▲ Book keeping knowledge is an added qualification

What we will offer for you

The ideal candidate can look forward to a rewarding career with a clear path towards Personal and Professional Success coupled with advanced training opportunities and an Attractive remuneration package.

The Post applied for should be indicated on the subject line of your mail.

The Manager-HR
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