

# simplebooks

**The right place to start your business**

At Simplebooks, we simplify business management for owners across South Asia by offering tech plus services like company registration, bookkeeping, payroll, taxes, and legal support. With over 5,000 clients locally and globally, we help businesses set up, run, and grow more efficiently.

If you're excited to support business growth and be part of a dynamic team, we would love to have you join us!

## DATA ENTRY OPERATOR

### Requirements to apply:

- School leavers and undergraduates are encouraged to apply.
- A minimum of 3 months experience in data entry will be an added advantage.
- Sound knowledge of MS Office package.
- Good communication skills in English and Sinhala.
- Ability to work independently.

### If you are selected for the vacancy your job responsibilities would include:

- Enter incorporation-related client data into relevant portals.
- Prepare and submit incorporation documents to the Registrar of Companies portal.
- Prepare annual returns and submit TIN applications.
- Upload prepared documents to the internal system and update records accordingly.
- Maintain and update the pending document submission list for the Team Lead.
- Manage databases and track the status of documentation.
- Assist the Team Lead with incorporation-related activities as needed.

This is a full time role from **Monday to Friday, 8.30 am to 5.30 pm**

**If you believe you meet the above requirements, email your CV to us on:**  
**[people@simplebooks.com](mailto:people@simplebooks.com)**