



We are Sri Lanka's premier private sector commercial bank. Our visionary journey has taken us beyond the realms of business as we have made a conscious effort to go where no bank has dared to go; from downtrodden villages long-forgotten, to the world across the shores. The driving force behind this epoch-making journey is our strong team of achievers, affectionately known as the Hatna Family. As we continue to make history and move ahead, we invite dynamic and ambitious individuals to join us in our trailblazing banking saga.

**We are looking for bright minds to help us create a world of happy experiences.**

## **DATA ENTRY OPERATOR** (Outsourced)

### **Job Profile**

The Data Entry Operator is responsible for performing data entry work from source documents using appropriate computer systems. The ideal candidates should possess high speed data entry skills, whilst meeting accuracy and confidentiality of information in accordance with the Banks' best practices and regulatory requirements.

### **Eligibility Criteria**

- G.C.E. Ordinary Level Examination with a minimum of five (05) Credit Passes including Mathematics and English (in no more than one sitting).
- Be below 25 years of age
- Computer skills and proficiency in typing/data entry
- Energetic and enthusiastic
- Must be a team player with a positive attitude
- Ability to work under pressure

### **Experience**

- Previous experience in a similar capacity will be a definite advantage

### **WALK-IN INTERVIEWS WILL BE HELD AS FOLLOWS**

**DATE** : 3<sup>rd</sup> April 2025  
**TIME SLOT** : 9.00 am to 11.00 am  
**LOCATION** : HNB Towers  
Level 14, No. 475, T.R. Jayah Mawatha, Colombo 10.

- \* Please bring a copy of your Curriculum Vitae and NIC

