



Who we are & what we are about:

CIS International Holdings Corp. is a Los Angeles, Calif, U.S.A based Company consists of a group, employing over 400+ people & currently serves B2B & B2C customers in North America.

Having grown since 1991, it now has a global supply chain spanning Sri-Lanka, Thailand, China, Fiji, etc. & has ambitious plans to grow in North America & other global markets - within the broader Global Pet Industry - that has proven to be recession & pandemic proof.

On the B2C front we are the premier brand and the market leader for Live Aquatics & supplies. For more details please visit www.liveaquaria.com.

On the B2B side CIS is a major supplier to the top North American Pet Supply chains with a total of approx. 3300 stores.

CIS International's current lines of business span across Culturing Corals, Livestock Breeding, wholesale importing & distribution of Coral & Live Tropical Fish, Aquatic Wood, Aquatic Plants, Live Rock & many ornamental fish accessories. We have grown incrementally since 1991 where we started off as a small company supplying local vendors in Jacksonville, Florida.

Our enterprise application portfolio includes Digital customer engagement, eCommerce, ERP, Supply chain & Warehouse management, and advanced analytics. Today, we can deliver complete solutions to B2C and B2B customers. CIS has significant global reach and resources, and a deep bench of technical expertise.

TeKnowledge Shared Services Ltd in Sri Lanka is our offshore Knowledge, Technology & R&D center for the design, delivery and support of our flagship software platforms used for offering the Digital customer engagement, eCommerce, Digital Marketing, ERP, Supply chain & Warehouse management, Networking, Mechatronics, Automation & advanced analytics to **drive our B2B & B2C customers**.

This is where you graduate to being an expert!

At CIS & its subsidiaries - we work to be the **"employer of choice"** for all IT & Knowledge professionals. Our experts are our pride and are continuously empowered to take risks & play a pivotal role in making us a success.

We invest time, money and effort in helping **you** to build your confidence, decision making ability, ambition & career path.

We do this by:

Keeping you updated - We challenge you to think outside the box, feed you with the latest trends in technology & help you upgrade your skills where needed. Because we want you to be an **ACTIVE & PASSIONATE** contributor in our journey to achieve global excellence in our chosen lines of business.

Focus on personality development – we work with you to constantly showcase your skills & refine your soft & people skills. We all know how important these are to help you grow!

JUNIOR EXECUTIVE – DATA ENTRY

Roles & Responsibilities:

- Transfer data from paper formats/ existing raw facts into database systems
- Enter data provided directly from the supervisor/ related stake holders
- Create and manage spreadsheets with large numbers of figures
- Verify data by comparing it to source documents
- Update existing data
- Produce reports
- Retrieve data as requested
- Perform regular backups to ensure data preservation
- Sort, organize and store paperwork after entering data

Requirements:

- Possess GCE A/L qualification
- Age between 18 – 25 years
- Computer Literate and experience in MS office
- "Can do Attitude" is a must
- School leavers are also encouraged to apply without any prior experience
- Great attention to detail
- Good time management skills
- Should be flexible to work during US hours

IDEAL CANDIDATES ARE WELCOME TO APPLY IMMEDIATELY:

<http://etf.eteknowledge.com/Vacancies/jrexedataentry.htm>

