

# Data Entry Operator



We are a Trading company engaged in Marketing /Distribution of Water Pumps and related accessories all island.

We are in need of a Data Entry operator for our sales Department, where he /she have to involve in data entry functions in raising invoices, Receipts and Issues and sales Receipts.

#### Functions:-

- Entering sales invoices and receipts, Stores entries.
- Should be able to coordinate with the sales / stores team members and assist in customer relations.
- Adhere to the Computerized accounting system.

#### Qualifications:-

- GCE O/L , A/L qualification
- Experience in MS office and Data programs
- Age below 30 years

Living in close proximity will be an advantage

Remuneration starting from R. 35000.00 / month

Please call or forward your applications to;

**SunWatertech Pvt Ltd,**

**567, New Kandy Road, Thalangama North, Battaramulla.**

**Email; sunwatertech567@gmail.com, harshaftc@gmail.com**

**075 1188075, 011 2741593**