

WE ARE HIRING

Data Entry Operator Qualifications

- 1 Year experience, as a Data Entry Operator
- Experience with MS Office/ data programs.
- Familiarity with administrative duties.
- Typing speed and accuracy.
- Excellent knowledge of correct spelling, grammar and punctuation
- Confidentiality.
- Excellent command in English & Sinhala
- Organization skills, with an ability to stay focused on assigned tasks.
- GCE A/ L or a Degree Holder
- Ability to speak and write in Tamil is considered as an advantage.



CLEVER SOLUTIONS PVT LTD
No. 141/1/1 & 2/1 , St. Joseph Street, Negombo

Send your CV to: mirela.clever@gmail.com