

WE ARE

HIRING

JOB POSITION

DATA ENTRY

-TYPING OR KEYING IN TEXT, NUMERICAL DATA, OR ALPHANUMERIC CODES.

-TRANSCRIBING HANDWRITTEN OR PRINTED DOCUMENTS INTO DIGITAL FORM.

-UPDATING AND MAINTAINING DATABASES WITH CURRENT INFORMATION.

-VERIFYING AND CORRECTING DATA TO ENSURE ACCURACY. SORTING AND ORGANIZING DATA.

-IMPORTING AND EXPORTING DATA BETWEEN DIFFERENT SOFTWARE OR DATABASES.

-SCANNING DOCUMENTS OR IMAGES AND CONVERTING THEM INTO ELECTRONIC FORMATS.

-COMPILING AND SUMMARIZING DATA FROM VARIOUS SOURCES.

SEND YOUR CV AND COVER LETTER TO :

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(NISALA SILVA)