



VELONA CUDDLES (PVT) LTD

## DATA ENTRY OPERATOR

We are a well reputed company located in Moratuwa and looking for close proximity candidates for the above-mentioned positions.

### Requiments

- Must have successfully passed GCE A/L in Accounts.
- At least 2 years' experience as similar capacity
- Good knowledge in English (written & verbal)
- Computer literacy ( Good Knowledge in MS Office package)
- Knowledge about Logistics will be an advantage.
- Typing Skills of Sinhala and English Languages
- Male candidates are preffered
- Problem solving skills.
- Age between 22 – 30

### Responsible for:

- Invoice preparing and handovering
- Moniter/ conduct drivers and porters
- Arrange delivery routes and dispatch drivers
- Transport coordinating

### Salary is negotiable

Please apply with completed CV and contact details of Non related referees within 7 days to

 - [hr@threadworks.lk](mailto:hr@threadworks.lk)

 - Thread Works (Pvt) Ltd. 83/14, Angulana Station Road, Lakshapathiya, Moratuwa.

 - 011- 2626888 / 718360040