



Data Entry Operator Immediate Vacancy

Job Responsibilities

- Assist in the preparation and maintenance of financial records and reports
- Reconcile bank statements and ensure accurate financial data
- Maintaining Business Relationships with Proper communication and coordination
- VAT Schedule updates
- Update QB Data
- Perform data entering & administrative task as required
- Update HR Files

Qualification

- G.C.E A/L in commerce stream & Qualified AAT Or partly Qualified any other similar professional qualification
- One Year commercial Experience is an added advantage
- Excellent communication and team work skills
- Advanced knowledge in MS office packages suits and accounting software (QB)
- Multi-tasking and Efficiency in work
- Fast learner, excellent team player with flexibility and positive attitude
- Age below 30
- Candidates Residing closed to Malabe /Kaduwela/ Athurugiriya/ Battaramulla Areas is an added advantage and who could join immediately is preferred.

Forward your CV with Two non – related referees to omclgs@clg.lk

Contact Details

Mobile – 077-9523669

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