

Career Opportunity

Position: Data Entry Assistant

Vacancy: 01

Job Responsibilities:

- Basic data entry tasks (MS Word, Excel, PowerPoint, Internet & Emailing, etc.)
- Collect information from the internet
- Organize the data
- Any task assigned based on your position

Job Location: Birganj, Dinajpur

Employment Status: Full-time

Salary: Negotiable

Compensation & Perks:

- 2 Festival Bonuses
- Incentives Based on Performance
- Excellent & Secured Working Environment

Educational Requirements:

- Minimum HSC or equivalent or Diploma in Computer Science

Other Requirements:

- Age 18 to 30 years
- Candidates should have a good English understanding
- Typing speed of minimum 20-25 words per minute
- Should have CMS basic knowledge
- Well Disciplined
- Quick Learner

Application Deadline: 23 December, 2023

Send your CV with a cover letter to:

IT Fiyah, Rakiba Tower(2nd Floor), Birganj, Dinajpur-5220

Or

Email at admin@itfiyah.com

To learn more visit: <https://itfiyah.com>