

Position: DATA ENTRY CLERK

Key responsibilities

- Maintain/record patient data on daily basis on Management Information System and on manual registers.
- Prepare & share daily, weekly and monthly report on patient data.
- Maintenance of data base of beneficiaries and other relevant data.
- Update follow up data on the basis of daily consultation.
- Any other official task assigned by the supervisor

Skills required:

- Thorough knowledge of MS Office and Database software.
- IT Skills
- Excellent tabulation and presentation skills for useful reporting of data.
