

## Office Manager

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Company: Dairy Care Pakistan (Pvt) Ltd

Location: Lahore

Category: other-general

## Office Manager

Dairy Care Pakistan (Pvt) Ltd, PakistanOffice Manager

Incoming and Outgoing Calls, Travel Management, Petty Cash Management, Office Management, Reception Management, Basic Accounting

Job SpecificationExpert in MS Office, Petty Cash Management, Reception Management, Excellent Spoken English

Well groomed Personality, Smart and hard working

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