

PA to CEO

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Company: Mahr

Location: Sialkot

Category: other-general

Must be familiar with emails, faxes, official letters, maintaining record/files. Possess excellent oral & written communication skills. Ability to maintain the confidentiality of the office / company. Ability to organize meetings, appointments and conferences. Must have a pleasant personality with strong interpersonal skills. Proficient in MS-Office & Internet Job Specification MBA or Master degree holder with minimum 1 year experience of working as a personal assistant to chief executive Information Technology and Services - Sialkot, Pakistan #J-18808-Ljbffr

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