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Admin Executive in leading diamond company at BKC

Description

- MIS Reports
- Database management
- Advance excel
- General office administration activities

Gender:- Female

Qualifications

Any Graduate

Hiring organization

HR Search India

Experience

Exp minimum 1 year

Employment Type

Fulltime

Job Location

Bandra, Mumbai

Base Salary

₹ 1.44 Lacs p.a. - ₹ 2.16 Lacs p.a.

Date posted

December 30, 2019