



Receptionist: 1 Position (Ref. Code – BD 11)

Experience: 2-3 years **Age Profile:** Around 30 years

Qualifications:

- Minimum 10 + 2, Specific secretarial training will be preferred.
- Working knowledge of MS OFFICE
- Command over spoken and written English.

Profile:

Will be required to man the reception, as well as manage travel desk operations for the central office.

