

Notice for Placement

Job opportunity for Human Resource Management students.

Company Name: - **FEI CARGO LTD.**

Position: - **HR & ADMIN (INTERN)**

Company Website: - **WWW.FEICARGO.COM**

Work Location: - **ANDHERI (MAROL)**

Company Profile: FEI Cargo Ltd., an aspiring Indian Multinational in the field of Logistics, has a formidable track record of nearly 100% growth every year, for past two decades.

Job Profile / Responsibilities:

- Assist in internal HR related matters.
- Assist in recruitment process. Handle all administrative tasks.
- Manage employee database.
- Maintain employee records in electronic & paper form.
- Update employee files, tracking leave etc.
- Support employee in resolving HR related like Leaves, compensation and any other issues.
- Update record for stationery, Housekeeping and other material.
- Taking care of housekeeping and repair and maintenance.
- Follow up with branch offices for Admin related job.

Key Skills: Communication skills, Organisational skills, Interpersonal skills etc.

Required Qualification: Graduation

Experience: Fresher or minimum 1 year of experience in the similar field.

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Ms. Simi John

Email id: - **hrd@feicargo.com**

Contact no: - 022 42369911