

Notice for Placement

Company Name:- **MMS Holdings Pvt Ltd**

Position:- **Executive Secretary**

Work Location:- **Wadala, Mumbai**

Company Background / About Company:

Distributor of Unilever for over 75 years; recently started global distribution too. Marwadi Family run business.

Job Profile / Responsibilities:

Co-ordinate Managing Director's calendar, draft email responses post discussion with MD, provide MIS as requested, co-ordinate forex payouts/ payroll/ personal finance.

Key Skills:

Strong English Written and Oral skills, relationship building ability

Required Qualification: Graduate + Diploma in Export Import Management

Experience: 1 year

Other / Special Requirements: **Excel (Vlook-up, Pivots); Shorthand**

Remuneration: Rs. 240000 per year

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

Contact Person: - Nishu Negandhi

Email id: - nishu@altiushrconsulting.com

Contact no: - 9820748952

Corporate Office: Wadala