

**MICRONET
GLOBAL
SERVICES
(PVT) LTD**

We Are

HIRING

JOIN OUR TEAM



PERSONAL

ASSISTANT

Responsibilities

- Prepare and create accurate and detailed quotations and tenders.
- Assist in maintaining documentation and records.
- Manage and organize files efficiently using Microsoft Word and Excel.
- Support the team with other administrative tasks as needed.

Qualifications

- Proven experience in creating quotations and tenders.
- Proficiency in Microsoft Word and Excel.
- Strong attention to detail and excellent organizational skills.
- Ability to work independently and manage time effectively.

SEND YOUR CV TO:

✉ hr8@micronetglobal.net

