

EA to the Business Head

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Company: BDHRS Talent 4.0 Pvt. Ltd.

Location: Nigeria

Category: computer-and-mathematical

Job Description

- DOCUMENTATION:** Keeping a track of all the important documents pertaining to Business Head office and making them available at the earliest whenever required.

- DATA ANALYTICS & PRESENTATION:** Compile all the data and present it in front of the Business Head as per the requirement given by the Business Head. Report generation and presentation to business head for any specific purpose / meeting.

- SCHEDULING MEETING & RECORD KEEPING:** Scheduling weekly & monthly meetings &...

Skills

- Preference will be given to candidates having worked with Heads of MNC's / Big Business Houses.

- Good written and oral communication skills in English & Hindi

- Independent correspondence with internal & stakeholders

- Customer centric

- Organizing & prioritizing activities

- Positive behavioral skills

- Good data compilation and analytical skills

- Collaborative & Team work

- Office Administration
- Confidentiality
- Data Analytics
- Documentatio...

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