



DEEPAVALI INTERNSHIP **OFFICE ADMINISTRATION**

Job Description :

- Knowledge of MS Office, Internet and Email, capable of independent correspondence, general administration duties and other related office work. Requires fluency in English.
- Communicating with faculty and student community
- Good communication, fluency in English and interpersonal skills

Company Profile :

KES is market leader in education counselling students for studies in USA and UK. We have established unique counselling techniques which bears testimony to success of our students getting admissions in top ranked universities with scholarships.

Remuneration : Excellent Salary + Perks

Contact Details :

Company Name: Kraft Educational Services

Address : 509 Keshav
Bandra Kurla Complex
Mumbai – 400 051
India 400 051

Email Address : kic1980@yahoo.com

Telephone : 022 – 26592246 , 26592319

Reference : OA

**WALK – IN FOR INTERVIEW OR CALL/
E-MAIL US YOUR RESUME**