

WE ARE HIRING INTERNS



INTERNSHIP OPPORTUNITY LEADING TO JOB REQUIREMENTS:

- Qualification: Final Year / Fresh Graduates / Post Graduates (Min. 16 yrs)
- Min. CGPA / Marks: 2.70 / 67%
- Max. Age: 28 yrs
- Duration: Min. 4 weeks
- Stipend: 15-25k (According to Qualification)
- Office Timings: 9am - 5pm (Monday - Friday)

SKILLS / JOB DUTIES:

- Letter Writing, Data Collection and Preparation of Excel Sheets
- Participation in all activities / meetings
- Perform Clerical duties, take memos, maintain files and organize documents
- Manage database and input information in ERP
- Excellent Presentation Skills
- Excellent Communication Skills
- Excellent Research Skills (Collection, analysis &, interpretation of data)

**Last date to apply
20th May 2022**

HOW TO APPLY:

Google form link available on Official Website

For queries contact us at

dhahrm384@gmail.com or 042-99062133

www.dhalahore.org