

**. Office Assistant: (01-POST)**

<b>Name of the Post</b>	Office Assistant
<b>Location</b>	Mumbai
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Enrolling students for courses offered by MSSU.</li><li>• Writing Dead Stock Registers</li><li>• Document filing of office &amp; student record keeping.</li><li>• Issue of TC/ Migration Certificates.</li><li>• Inward &amp; Outward of all Correspondence and Invoices</li><li>• Creating internal notes for approval.</li><li>• Assisting in any event at location.</li><li>• Handling Stationary.</li></ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>• Graduate with 0-3 years of experience</li></ul>
<b>Salary</b>	INR-29200/- per month [Consolidated]