

CR Executive Jobs In Dubai | People (Professional Employers Pvt Ltd)

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Company: People (Professional Employers Pvt Ltd)

Location: Dubai

Category: sales-and-related

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Coordinating with clients and employees through email and phone calls.

Facilitate employees requests/concerns such as salary certificates, NOC, and Experience Letters.

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Responsibilities

Arranging couriers for collection and delivery of documents.

Scanning and recording filing agreements, C3 forms, recruitment documents, and contracts. invoice and receiving copies.

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Requirement

Handling petty cash purchasing pantry and office supplies.

Consolidate and submit petty cash reports.

Prepare and submit monthly attendance reports.

Logging incoming and outgoing parcels/documents.

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