

HR Executive-Reputed IT Industry Industry-Mumbai, Maharashtra, India-3 lakhs-Vishal

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Company: Seven Consultancy

Location: Mumbai

Category: other-general

JOB DETAILS

- 1) HR Generalist Profile
- 2) Office Regular admin & HR works
- 3) Co-ordination with employees
- 4) Maintenance of attendance & payroll
- 5) Conducting office internal celebrations
- 6) Routine HR operations activities
- 7) Looking after performance appraisal & training calendar

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