


Regd. Off.: Unit No. 1, Riddhi Siddhi, Corporate Park, V. N. Purav Marg,
 (Sion Trombay Road), Chembur, Mumbai - 400 071. MH, India.
 Tel.: +91 - 22 - 4232 4121, 2529 9990, Fax: +91 - 22 - 4232 4131, 2524 1895
 Email: office@easternpetroleum.in, Web:www.easternpetroleum.in

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| <i>Designation</i> | Computer Operator |
| <i>Education</i> | |
| <i>Job Profile</i> | <ul style="list-style-type: none"> ➤ <i>Making statement in excel sheet and sending reminder letters</i> ➤ <i>Sending "c" form reminder letters and follow up for the same.</i> ➤ <i>Sending payment reminder by e mail, courier and follow up for the same.</i> ➤ <i>To send courier for the sample</i> ➤ <i>Finding information from net for products required and making the list of mfg, suppliers and contacting on personal level.</i> ➤ <i>Should have good knowledge of e mail and ability to talk in English and call companies for information required.</i> ➤ <i>To follow up for purchase, sales order etc.</i> |
| <i>Experience</i> | 15 Years Plus |
| <i>Contact</i> | Rajesh M Rathi – Executive Director |
| <i>E mail id</i> | careers@easternpetroleum.in |
| <i>Web site</i> | www.eastto.in , www.easternpetroleum.in |
| <i>Preference</i> | <p><i>Do not contact in office hours.</i></p> <p><i>Need person residing in Mumbai preferred in near by distance area of office Area Chembur, Sion, Dadar, Santacruz – Navi Mumbai, Panvel, Kamothe area only.</i></p> <p><i>To call after the person received the call letter only</i></p> |