

Join OUR Award-Winning TEAM



JAT Holdings (Pvt) Ltd is looking forward to recruit a self-motivated and diligent individual to join our ever-expanding team in the capacity of

PA to CEO cum Business Analyst

Requirements

- Full/Part qualification in CIMA
- Possess a Bachelor's Degree in Management/Science
- Analytical Skills & IT Literacy
- Resilient Attitude
- Excellent communication skills in English (Both Written & Verbal)
- More than 03 years' experience in the corporate sector
- Age between 25 to 35 years

Key Responsibilities

- Analyse business performance, feasibility and strategy
- Analyse data & provide information to the management for decision making
- Conducting, Organizing & Attending meetings with CEO & following up on meeting minutes
- Handle projects/tasks assign by CEO

If you are the one send us your resume to careers@jatholdings.com mentioning "PA to CEO cum Business Analyst" as the subject line within 07 days of this advertisement.