



Job Title:	Executive Assistant to CEO	Version:	1.2
Department/Group :	HR	Year :	2013
Location:	New Delhi	Travel Required:	No
CODE:	MYD-113	Position Type:	Full Time
HR Contact:	Puja Mehta	Date:	Click here to enter a date.

Job Description

ABOUT US

Established in 2009, Mydala has partnered with more than 100,000 merchants in India and today can boast of more than 300 million users across 120 cities in the country. The company has the largest footprint and reach making it the most preferred marketing & service platform offering customized and cost-effective solutions to SMEs (Small and medium enterprises) across internet and mobile

It also delivers its services to renowned national brands, thus allowing them to reach their target audience through attractive offers, innovative branding, visibility and promotional campaigns.

Mydala works with its trusted partners to provide consumers, exciting offers at unbeatable prices based on location and buying patterns via mobile and internet.

Several prominent players in business, internet commerce and venture capital have invested in mydala.com including Info Edge (India) Ltd (NSE: NAUKRI), one of the largest internet companies in India. For more details, please visit: www.mydala.com; mybuzzmarketing.com

Work Experience: 1+experience

ROLE AND RESPONSIBILITIES

- Co-ordinate and Schedule Appointments, conferences and meetings.
- Preparing Agendas of the Meetings.
- Preparing Minutes of the Meeting/ Follow ups, letter drafting.
- Develop spreadsheets, prepare databases, and create presentations and reports. Effective co-ordination with Functional heads.
- Organizing the major off site meetings.
- Collection of relevant information from internet required by company from time to time.
- Maintaining the database of addresses and phone numbers.
- Compose and distribute inter-departmental memorandums (e-mail, documentary and voice) ensuring timely delivery and receipt of important information while at the time maintaining confidentiality.
- Handles calls and promptly forwards them to appropriate person.
- Handling all the administration work related to flights reservations, hotel booking etc.
- **IDEAL CANDIDATE**
- Must be graduate/post graduate with good hands on computer.
- Great Communication Skills.
- Highly self motivated, willing to learn and quick adaptation to new processes within fewer time frames.
- Able to think creatively and structure solution.
- Experience on Outlook, word, excels.

Interested candidates can mail us on Jobs@mydala.com



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