CPC | CALCUTTA POWER CONSTRUCTION CO.

Need a Computer Operator

Skills: Graduate with Good Communication skills and Knowledge in MS Office, specifically MS Excel.
Must be Durgapur resident.

Job Description:
1. Good knowledge about Etendering process in various web portals.
2. Responsible for entering, updating, and retrieving data into/from various documents and ensuring accuracy.
3. Familiar with Google surfing / browsing / email checking.

Experience: 3-5 years

Location: Durgapur (West Bengal)

Contact: 9933595747 / 9002206888 / 9832195040