

بکس نمبر 2558 جی۔ پی۔ او۔ لاہور 15 اکتوبر 2005 تک ارسال کریں۔

فوری ضرورت برائے کویت

ہمارے معزز پبلسنگ ڈیپارٹمنٹ کے لیے NCO بحیثیت بیکرونی گارڈسکار ہیں

PE(R) 3372 /05
Dt: 26/07/2005

تعداد
گولڈ ایئر کنڈیشن
1200-900 167 سکيورٹی گارڈز

کمانڈر ایئر سٹیبل ہاؤس میں 25-50 سال تک کی عمر والے اور کئی سالوں کی سولہ ماہ سے زائد تجربہ رکھنے والے افراد کے لیے
مقرر کیا گیا ہے۔ عمر کی حد 25-50 سال تک کی عمر والے افراد کے لیے ہے۔

Tel: 0632500050 / 0333-5112329

Tel: 051-2274470



EXPO Lahore (Pvt.) Limited

Joint Stock Company owned
by the Government of Pakistan
and the Government of Punjab.



JOB OPPORTUNITIES

The Government of Pakistan and the Government of Punjab have decided to establish a modern, state-of-the-art Exhibition and Trade Fair Centre at Johar Town, Lahore. The Lahore Expo Project is being managed in the form of a Joint Stock Company known as Expo Lahore Private Limited (ELPL). The Company offers excellent remuneration package and career advancement opportunities for inspirational individuals with an outstanding record of having worked in a challenging environment.

ACCOUNTS & ADMINISTRATION OFFICER AGE LIMIT: 25-35 YEARS

JOB REQUIREMENT/RESPONSIBILITIES:

- Directly reporting to Manager Finance & Administration

QUALIFICATION & EXPERIENCE:

- Having Bachelor's degree in Commerce from an HEC recognized institution.
- Having a good knowledge and understanding of government procurement rules and regulations
- At least five year post qualification experience in the field of accountancy. The Candidate must have thorough knowledge of General Ledger, Payroll, A/P and A/R modules of computerized accounting system. Experience with Construction Company would be an additional advantage.

FEMALE RECEPTIONIST/EXECUTIVE ASSISTANT AGE LIMIT: 28-30 YEARS

JOB REQUIREMENT/RESPONSIBILITIES:

- A female applicant who can manage the front-office of the company.

QUALIFICATION & EXPERIENCE:

- Preferably Bachelor's degree from HEC recognized institution
- Minimum of 3 years experience in a corporate environment
- Well versed with operating PABX and Computer related office management tools.
- Proficient in written and spoken English. An organized individual with a pleasant personality.

Note:

Candidates meeting the above criteria should submit their CVs along-with a recent passport sized photograph in an envelope, clearly mentioning the post applied for, through registered mail or courier to the following address within 10 days of the publication of this advertisement. Only Short-listed applicants will be invited for the interview.

Marketing Manager, Expo Lahore (Pvt.) Limited.

153-H Johar Town, Lahore. Tel: 042-5018072-3 (dial 042 prefix)

Fax: 042-5304309 E-mail: kkamal@expolahore.com

4-10-2005