

WORK VAPOR

Job Link: <https://workvapor.in/jobs/personal-assistant-job-ceo-assistant-role-%e2%82%b917k-%e2%82%b951k-month/>

HIRING ORGANIZATION

Krishna Nand and Son's

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? March 6, 2026

PERSONAL ASSISTANT JOB, CEO ASSISTANT ROLE, ?17K-?51K/MONTH

BASE SALARY

INR 17000 - INR 51000

DESCRIPTION

Company: Krishna Nand and Son's

Position: Personal Assistant to CEO

Industry: Business / Corporate Services

Location: New Delhi, Delhi (Hybrid – Work From Home + Office)

Employment Type: Full-time, Part-time, Permanent, Fresher

Salary: ?17K-?51K/Month

HR Contact: +91 7827361960

Email: krishnanandandsons@gmail.com

Daily Responsibilities:

- Manage CEO's daily schedule, appointments and task planning
- Handle phone calls, emails and official correspondence
- Arrange meetings and maintain meeting schedules
- Prepare simple reports and assist in documentation

Office Coordination:

- Assist with travel bookings and scheduling
- Coordinate office activities and communication
- Follow up on assigned tasks and project deadlines

Records Handling:

- Maintain confidential documents and important records
- Ensure proper organization of files and official information

Required Skills:

- Basic computer knowledge including MS Word, Excel and Email
- Good communication and coordination skills
- Strong organizational and time management ability
- Trustworthy personality with confidentiality awareness
- Willingness to learn and work professionally

Eligibility:

- Education: 10th Pass / 12th Pass (Intermediate)
- Freshers can also apply

How to Apply

Send your resume or contact on WhatsApp at +91 7827361960 or email at krishnanandandsons@gmail.com