

# We are Hiring.....

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## Intern - HR

### Key Responsibilities

- **Accurately entering data into spreadsheets and system**
- **Maintaining and validating the databases**
- **Reviewing data, preparing, and organizing documents**

### Qualifications for the Ideal Candidate

**Required Qualification: Completed G.C.E (Advanced Level) Examination.**

### Other Requirements

- **Ability to work with diverse teams.**
- **Positive attitude, strong work ethic, and dynamic versatile personality**
- **Attention to detail, time management and communication skills**

**"Ready to Shine? If you believe you're the perfect candidate for the role above, we can't wait to meet you!"**

**Apply Now**

**Send your CVs : [Careers.HConnect@hirdaramani.com](mailto:Careers.HConnect@hirdaramani.com)**