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## **Power Point Presentation Specialist- MNC -gurgaon ( 1-6yrs)**

for MNC Consulting Firm

**Job Location :** Gurgaon

**Salary :** 4 - 6 Lakh Per Annum

**Experience:** 1,5 Posted on: 13 Oct

**Industry:** Financial Services

**Job Type :** Permanent

## **Job Description**

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Employer: MNC Consulting

Position : Power Point Presentation Specialist

Location : Gurgaon

Experience: 1-6yrs

Job Responsibilities :

Production of slide decks and reports: including assistance with developing appropriate and consistent formats, typing and proofreading

Responsible for desktop publishing and graphic slide production and visual services support for both client casework and internal projects

General typing: including all internal memos, notes and all external correspondence associated with assigned cases/projects.

Assigned to several client teams at any one time where he/she is the first point of contact and is expected to serve teams

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independently.

Accurately translates handwritten and electronic originals into a final computer-produced product, using multiple computer software applications while adhering to strict company and/or client formats

Guiding key customers through production process, explaining time or software constraints and suggesting alternatives

Production of a wide variety of documents (technical manuals, brochures, proposals, summary reports, letters, etc.) which may include extensive charts, figures and tables. Meets established quality standards using all of the software text editing and managing features (formatting, deleting, updating, correcting, etc.)

If interested, please send your updated CV at with below details:

Current CTC :

Expected CTC :

Notice Period :

Total Experience :

Ok for Gurgaon :

Regards,

Saket

saket@phenomplacement.com

**Keywords:** Power Point jobs, Presentation jobs, Gurgaon jobs

**Desired Candidate Profile**

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**Education:** Any Graduate - Any Specialization,Any Post Graduate

**Experience:** 1,5