


Office Executive


Are you organized, tech-savvy, and great at multitasking? We're looking for Office Executives (Female Candidates Only) to join our dynamic educational team.

 Location: Bhopal

 Timings:

- School Department – 7:30 AM to 3:30 PM
- College Department – 9:00 AM to 5:00 PM


 Experience: 1–3 years preferred

 Languages: Good communication in Hindi and English

 Skills: Basic computer knowledge (MS Office, emails, etc.) is essential

 Salary: Best in industry for the right candidate

If you're detail-oriented, efficient, and confident using a computer in daily office tasks — we'd love to connect!

 Send your resume at nishant.hr@peoplesuniversity.edu.in or garima.hr@peoplesuniversity.edu.in or call us at - 9109115064, 9109115070