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| WE ARE HIRING |
| **Job Title: Admin Staff**  **Company: Capital Industries**  **Address: Warsak Road Peshawar**  **Email: Muhammad@gmail.com** |

**Job Summary:** Join our team at Capital Industries as an Admin Staff member. We are looking for a detail-oriented and organized individual with experience in an administrative or similar role.

**Responsibilities:**

* Manage daily administrative tasks
* Organize and maintain records and files
* Handle multitasking efficiently to support office functions
* Ensure accuracy and attention to detail in all tasks

**Requirements:**

* Bachelor’s Degree or equivalent
* Proven experience in an administrative or similar role
* Excellent organizational and multitasking abilities
* Strong attention to detail and accuracy

**How to Apply:** Interested candidates are encouraged to apply by sending their resume to **Muhammad@gmail.com**.

Visit our website at [**www.Muhammad.com**](http://www.Muhammad.com) for more information.