

We are
Hiring

HR & Admin Intern

- Manage office operations, records, assets, and supplies.
- Support meetings, logistics, and daily admin tasks.
- Assist with basic HR documentation and records.
- Maintain SIM usage and coordinate recharges.
- Track office assets and resolve issues.
- Open to fresh graduates with MS Office skills.
- 3-month internship with BDT 7,000 stipend, lunch, and certificate.
- Location: Baridhara DOHS, Dhaka.

Apply Now

career@shomvob.com

