



## **Placement Notification for MBA**

**Dated:12<sup>th</sup> August,2026**

Dear students,

This is to inform you that **Kolkataproperties.in** is hiring **Executive Assistant**.

### **About the Company**

A Real Estate Advisor with a virtual store! In 2006 where internet shopping had just become popular, Kolkataproperties.in was built to cater to clients worldwide searching for properties to buy or sell in Kolkata. When Kolkata saw the emerging of its first high rises, in an unorganized market of agents and brokers, Kolkataproperties.in catered to guide, assist and transact any real estate deal professionally but also with a personal touch. Kolkataproperties.in today is a Globally Known Real Estate Advisory Service with its store viewable online which covers a huge database of all the best brands in the city along with hundreds of resale options. We have always had trained Real Estate Experts to provide Guidance and Facilitation Service in any kind of a property transaction or requirement. We help you choose from the vast resource of properties available in our store online or find a buyer for what you want to sell.

### **Job Exposure**

- Work directly with senior management
- Excellent career growth opportunities
- Hands-on exposure to business operations and executive decision-making
- Professional, collaborative, and learning-focused work environment

### **Desired Candidate Profile**

- Excellent English communication skills (Verbal & Written)
- Strong knowledge of MS Word, Excel & PowerPoint
- Excellent organizational, coordination, and time management skills
- Smart, confident, proactive, and professional personality

- Candidates residing within Kolkata city will be preferred for better accessibility

### **The Placement Details**

1. **Name of the Organization** – Kolkata Properties.in
2. **Start date of Job** - Immediate
3. **Job location** – Salt lake sector - V
4. **Eligibility of the candidates** – MBA

**Contact Placement Department Immediately**