**JOB OPENING – REQUISITION FORM13.01.2020**

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| **Sr. No.** | **Heads** | **Details** |
| 1. | Name of Employer | Kotak Global Logistics Pvt Ltd |
| 2. | Nature of Business | Shipping, Logistics |
| 3. | Postal Address | A/3, 311 - 312, BGTA Ganga Premises | 3rd floor  Near New Cuffe Parade | Wadala (East)  Mumbai 400037 |
| 4. | Tele., E-mail & Website | Contact No: +91 22 24061705, mobile no 9870566619, website: [www.kotak-global.com](http://www.kotak-global.com) |
| 5. | Contact person’s name, designation, Tele. No. & e-mail | Ms.Vrukshali – HR Asst Manager  Email : [hr@kotak-global.com](mailto:hr@kotak-global.com)  Tele no. +91 22 24061705 |
| 6. | Vacancy description : | |
| .1 Position including nature of work | 1) Customer service  2) Data Feeding  3)Export/Import documentation & Operations |
| .2 Number of vacancies | Total 8 |
| .3 Approx. monthly compensation & other benefits | Negotiable as vary from position to position |
| .4 Location of Employment | Wadala East |
| .5 Any other details | - |