

Details for Position Back Office Executive

Job Description

We are Looking for Back Office Executive to join our dynamic backend team which drive our operations. In this role, you will be responsible for data gathering and managing for the team, data verification and feeding in CRM in English language. [Click Here for Regional Language List](#)

As a data quality and operations back office work you need to share the target date to team for operations. Additionally, you will collaborate with our assigned sales team member by contributing to data confirmation efforts, helping to enhance sales cycle and revenue.

Salary Details

₹3,60,000 per annum

Opening Details

- Vacancies: 2000
- Qualification: Any Graduate.
- Age Limit: 24 to 45 Years.
- Work Hours: 10:00 AM to 7:00 PM.
- Location: Each state capital city.

Key Responsibilities

- Sourcing of data.
- Verification of data.
- Addition of verified data into CRM.
- Providing the data to assigned sales team member.
- Addition and checking the status of data.

Must Have

- Graduate Degree
- Basic data processing technic
- Love to connect & talk with people

Preferred Skills

- Strong verbal communication in regional language. [Click Here for Regional Language List](#)
- Basic English & Hindi language proficiency is a plus.
- Basic knowledge of computers.

Recruitment Timeline

| Event | Date |
|--------------------|------------------------------------|
| Application Opens | 1st June 2025 |
| Application Ends | 31st July 2025 |
| Exam Window | 1st October to 15th November 2025 |
| Result Declaration | 30th November 2025 |
| Induction Training | 1st December to 24th December 2025 |
| Appointment Date | 1st January 2026 |

Registration & Exam Fee

- ₹600 only (Inclusive of 18% GST + Convenience Charges)