



<https://govhelp.in/job/dhani-recruitment-2023-free-job-alert-back-office-executive-post/>

Dhani Recruitment 2023 – Free Job Alert – Back Office Executive Post

Hiring organization
Dhani

Job Location

India
Remote work from: Brazil

Date posted
June 16, 2023

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Valid through
31.12.2023

Base Salary

USD. 11,000 - USD. 18,000

APPLY NOW

Qualifications

Graduate , 12th Pass

Employment Type

Full-time

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Description

Dhani Recruitment 2023

Are you looking for an exciting career opportunity as a Back Office Executive? Dhani, a reputed company, is currently hiring for this position in 2023. Read on to find out more about the job details and how to apply.

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Dhani Careers

Responsibilities:

1. Managing and organizing paperwork, documents, and files.
2. Assisting in data entry and maintaining databases.
3. Coordinating with other departments and team members.
4. Handling customer queries and resolving issues.
5. Performing general office duties, such as answering phone calls and responding to emails.
6. Assisting in generating reports and preparing presentations.
7. Ensuring data security and confidentiality.

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Dhani Jobs Near Me

Qualifications:

1. Educational Background: A bachelor's degree in any field is preferred.
2. Experience: Prior experience in a similar role is an advantage, but freshers are also encouraged to apply.
3. Computer Skills: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic knowledge of computer operations.
4. Communication Skills: Good written and verbal communication skills in English.
5. Organizational Skills: Strong organizational and multitasking abilities.
6. Attention to Detail: Excellent attention to detail and accuracy in work.

Important Links

Find the Link in [Apply Now](#) Button

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