

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-executive-document-verification-non-voice-%e2%82%b922k-in-hand-salary/>

HIRING ORGANIZATION

Aneja's Placement Services

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Chandigarh, INDIA

DATE POSTED

? December 14, 2025

BACK OFFICE EXECUTIVE – DOCUMENT VERIFICATION, NON VOICE, ?22K IN-HAND SALARY

BASE SALARY

INR 16,000 - INR 30,000

DESCRIPTION

Company: Aneja's Training & Placement Services

Position: Back Office Executive (Non-Voice)

Industry: BPM / BPO

Location: Chandigarh IT Park (Mohali / Panchkula)

Employment Type: Full-Time, Permanent

Salary: ?2.5 – ?3.75 Lacs P.A. (?22,000 CTC | ?16,000 In-hand)

HR Contact: Varun – 7696517846
9527929004

Responsibilities

- Document verification and back office operations
- Handle non-voice processes such as email and chat support
- Maintain records and update data accurately
- Follow process guidelines and shift schedules

Eligibility & Skills

- Any Graduate / Postgraduate can apply
- Freshers and experienced candidates both eligible

- Basic computer knowledge
- Good attention to detail

Work Details & Benefits

- 5 days working
- Rotational shifts
- Cab facility provided
- International & domestic non-voice process

Walk-in Interview Details

- Venue: Aneja's SCF 19, Phase 11, Mohali
- Walk-in interviews open

How to Apply

Send your resume or contact on WhatsApp at 7696517846 or 9527929004