

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-executive-travel-industry-female-candidates-required/>

## HIRING ORGANIZATION

Career Maker Consultancy Noida

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

Udyog Vihar Phase 1, Sector 20,  
Gurugram, India

## DATE POSTED

? March 19, 2026

## BACK OFFICE EXECUTIVE TRAVEL INDUSTRY – FEMALE CANDIDATES REQUIRED

### BASE SALARY

INR 25000 - INR 30000

### DESCRIPTION

**Location:** Udyog Vihar Phase 1, Sector 20, Gurugram

**Job Type:** Full-time, Permanent

**Salary:** ?25,000 – ?30,000 per month

**Experience:** 1 – 2 Years

**Contact:** Ayesha – 9618693819

We are looking for a female Operations/Backend Executive who can manage backend processes, handle data, and support business operations efficiently.

### Key Responsibilities

- Handle backend operations and data management
- Work extensively on MS Excel for reports and tracking
- Support daily operational tasks and coordination
- Maintain records and ensure process accuracy

### Eligibility Criteria

- Female candidates only
- 1–2 years experience in operations/backend roles

- Strong knowledge of MS Excel
- Candidates from travel & tourism background preferred

#### **Work Details & Benefits**

- 5 days working
- US shift
- Both-side cab facility provided
- Salary: ?25K–?30K per month

#### **How to Apply**

Send your details via WhatsApp: 9618693819

(WhatsApp only)

You can send your application directly via WhatsApp.