

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/backend-documentation-executive-update-data-in-excel-sheets/>

## HIRING ORGANIZATION

Unique Interior

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

Kharghar, 410210, Navi Mumbai, Maharashtra, India

## DATE POSTED

? March 30, 2026

# BACKEND DOCUMENTATION EXECUTIVE – UPDATE DATA IN EXCEL SHEETS

## BASE SALARY

INR 10000 - INR 15000

## DESCRIPTION

**Job Role:** Backend cum Documentation Executive

**Company:** Unique Interior

**Location:** Kharghar, Navi Mumbai, Maharashtra

**Salary:** ₹10,000 – ₹15,000 per month

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

**Experience:** Fresher / Experienced

**Work Mode:** In person

### Contact Details:

**Email:** [uniqueinteriorm@gmail.com](mailto:uniqueinteriorm@gmail.com)

**Phone:** +918400007765

### Description:

Handle office backend work, documentation, and coordination. Work includes Excel data, client follow-up, and daily office support. Simple work but needs organisation and communication skills.

### Work You Will Do

- Maintain and update data in Excel sheets
- Handle documents and file records
- Coordinate with clients and team members

- Manage WhatsApp, email, and calls
- Follow up with clients for updates and approvals
- Prepare reports, quotations, and records
- Support daily office backend work

**Skills Required**

- Basic to intermediate MS Excel knowledge
- Good communication (Hindi & English)
- Coordination and follow-up skills
- Organised and responsible nature

**Work Benefits**

- Stable office job
- Learning opportunity in interior field
- Friendly work environment
- Growth opportunity

**How to Apply:**

Send your resume on email or contact via call.

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