

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

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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