

WORK VAPOR

Job Link: <https://workvapor.in/jobs/computer-operator-remote-job-back-office-executive-%e2%82%b915k-%e2%82%b923k-salary/>

HIRING ORGANIZATION

Align Spark Solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? February 28, 2026

COMPUTER OPERATOR REMOTE JOB / BACK OFFICE EXECUTIVE

BASE SALARY

INR 15000 - INR 23000

DESCRIPTION

Company: Align Spark Solutions

Position: Data Entry and Computer Operator

Industry: BPM / BPO

Location: Work From Home (Hiring office in Pune)

Employment Type: Full Time, Permanent

Salary: ?15K-?23K/Month

HR Contact: Not provided

Openings:

- Total vacancies: 1

Job Summary:

- Responsible for handling data entry and back office operations
- Maintain accuracy in company records and reports
- Support internal documentation work
- Ensure timely MIS preparation

Daily Tasks:

- Enter and update data in company systems
- Maintain Excel sheets and databases
- Prepare daily and weekly MIS reports
- Keep documents properly organized
- Support back office processing work

Required Skills:

- Basic computer operating knowledge
- Good typing speed preferred
- Familiarity with MS Excel
- Attention to detail
- Ability to handle routine data work

Eligibility:

- Freshers and experienced candidates can apply
- Graduation not mandatory

Work Setup:

- Work from home opportunity
- Stable internet recommended
- Laptop or desktop preferred

How to Apply:

Send your resume through the official application portal of Align Spark Solutions

Apply NOW ?