

WORK VAPOR

Job Link: <https://workvapor.in/jobs/documents-verification-officer/>

HIRING ORGANIZATION

Aneja's Training & Placement Services

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Chandigarh, India

DATE POSTED

? March 20, 2026

DOCUMENTS VERIFICATION OFFICER

BASE SALARY

INR 275000 - INR 300000

DESCRIPTION

Company: Aneja's Training & Placement Services

Location: Chandigarh, Mohali (SCF 19, Phase 11) and nearby locations

Job Type: Full-Time

Salary: ₹2.75 – 3 LPA

In-Hand Salary: ₹16,000 to ₹20,000

Experience: 0 – 2 Years

Openings: 50

Work Type: Non-Voice Back Office

Working Days: 5 Days

Cab Facility: Available

This role is for a Documents Verification Officer in a back office process. You will handle document checking, verification, and related non-voice work in a professional office setup.

Key Responsibilities

- Verify customer documents carefully
- Handle non-voice back office tasks
- Support document processing work
- Maintain accuracy in data and records
- Work in shift-based office operations

Salary Details

- Domestic BPO: CTC ₹20,000 with ₹16,000 in hand

- International BPO: CTC ₹30,000
- 5 days working
- Cab facility available

Eligibility Criteria

- 0 to 2 years experience can apply
- Freshers are welcome
- Good attention to detail
- Basic computer knowledge required

Skills Required

- Document verification
- Data entry
- MIS support
- Back office coordination
- Accuracy and time management

Work Location

- Chandigarh
- Mohali
- Jalandhar
- Batala
- Sangrur
- Jagraon
- Ganganagar
- Bathinda
- Kapurthala
- Hanumangarh

How to Apply

WhatsApp CV: +91 9915553946

WhatsApp CV: +91 9988767373

WhatsApp CV: +91 7696517846

You can send your resume to the given WhatsApp numbers.