

WORK VAPOR

Job Link: <https://workvapor.in/jobs/operations-head-fresher-friendly-hybrid-work/>

OPERATIONS HEAD (FRESHER FRIENDLY) – HYBRID WORK

BASE SALARY

INR 50000 - INR 88865

DESCRIPTION

Job Title: Managing Director (Business Operations & Finance)

Handle daily business operations, banking tasks, and financial coordination with the team.

Organization: Muealpha Technologies Pvt Ltd

Location: Noida, Uttar Pradesh (Hybrid Work)

Employment Type: Full-time, Permanent, Fresher

Salary: ₹50,000 – ₹88,865 per month (₹4–12 LPA)

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About Company

Muealpha Technologies Pvt. Ltd. is a B2B wholesale reseller dealing in apparel, garments, clothing, and consumer electronics. The company supplies products to retailers, distributors, and businesses across India.

Job Overview

This role is suitable for freshers or candidates with basic knowledge of business operations. You will be responsible for managing daily operations, coordinating with banks, and assisting in financial processes.

Key Responsibilities & Role Details

- Manage day-to-day business operations
- Visit banks for account handling and management
- Handle deposits, withdrawals, and reconciliation
- Report sales, invoices, and turnover to banks
- Track GST filing updates and report to CFO

HIRING ORGANIZATION

Muealpha Technologies Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Noida, India

? Remote work from: India

DATE POSTED

? March 25, 2026

- Discuss financial matters with the finance team
- Attend business and banking meetings

Eligibility & Skills Required

- 0–2 years experience (freshers can apply)
- Basic understanding of business operations
- Finance knowledge (optional but helpful)
- Strong communication and confidence
- Fluent in English (spoken & written)
- Hindi speaking is required
- Willingness to learn and grow

Work Schedule & Details

- Monday to Friday + 1st & 3rd Saturday working
- 2nd & 4th Saturday off + Sundays & Govt holidays
- Hybrid work (Noida location)

Perks & Benefits

- Health insurance
- Paid time off & sick leave
- Life insurance
- Leave encashment
- Flexible schedule
- Work from home option

How to Apply

Send your resume to: muealphatech@gmail.com

Or contact via WhatsApp/Call: +91 9220349121