

WORK VAPOR

Job Link: <https://workvapor.in/jobs/operations-support-executive-fresher-hybrid-role-%e2%82%b912k-month-tcs/>

OPERATIONS SUPPORT EXECUTIVE (FRESHER), HYBRID ROLE, ₹12K/MONTH | TCS

HIRING ORGANIZATION

Tata Consultancy Services

EMPLOYMENT TYPE

Part-time

BASE SALARY

INR 12,000 - INR 15,000

JOB LOCATION

Hyderabad, INDIA
? Remote work from: INDIA

DESCRIPTION

Company: Tata Consultancy Services (TCS) – via Genius Consultants

Position: Operations Support Executive

Industry: IT Services & Consulting

Location: Hybrid – Hyderabad

Employment Type: Full-time | Permanent

Salary: ₹1.5 – ₹1.75 Lacs P.A (₹12,000 Take-Home per month)

Vacancies: 10

HR Contact: Mahesh – 8919917990

Key Responsibilities

- Assist in daily operational and administrative tasks
- Maintain records, reports, and data
- Coordinate with internal teams
- Handle basic documentation and updates

DATE POSTED

? January 13, 2026

- Support supervisors in routine work

Eligibility & Skills

- Any graduate (BA / BCom / BSc / BBA / BBM)
- Freshers can apply
- Basic computer knowledge (MS Word, Excel, Email)
- Good communication skills
- Willingness to learn and adapt

Additional Information / Benefits

- 5 days working (Monday to Friday)
- Training and on-the-job learning
- Growth opportunities
- Friendly work environment

How to Apply

Call or WhatsApp HR at 8919917990