

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-back-office-executive-data-entry-typing-permanent-wfh-creative-hands-hr/>

HIRING ORGANIZATION

Creative Hands HR

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? December 21, 2025

REMOTE BACK OFFICE EXECUTIVE – DATA ENTRY, TYPING | PERMANENT WFH | CREATIVE HANDS HR

BASE SALARY

INR 10,000 - INR 35,000

DESCRIPTION

Company: Creative Hands HR

Position: Data Entry / Back Office Executive (Non-Voice)

Industry: BPM / BPO

Location: Work From Home (Hybrid mentioned – WFH + client locations: Hyderabad, Chennai, Coimbatore)

Employment Type: Full Time, Permanent

Salary: ?10,000 – ?35,000 Take Home (Based on role & performance)

HR Contact: Not Disclosed

Responsibilities

- Data entry and backend processing work
- Handle non-voice back office tasks
- Maintain accuracy while working on system data

Eligibility & Skills

- Age: 18 to 35 years
- Graduates / Undergraduates (2025 pass-outs can apply)
- Basic computer operation & typing skills

Key Skills

- Data Entry, Typing, Back Office Processing
- MS Word, Excel, MS Office
- Email Writing, Data Processing

Additional Details

- Permanent work from home role
- Easy selection process
- Currently requirement is on hold from client side

How to Apply

Apply directly on Naukri.com. Do not call or search for contact numbers. The company will review and update shortlisted candidates.

Apply on Naukri.com ?