

WORK VAPOR

Job Link:

<https://workvapor.in/jobs/remote-data-entry-purchase-order-executive-flexible-income-%e2%82%b910k-%e2%82%b915k-mishapa-india/>

HIRING ORGANIZATION

MISHAPA INDIA

EMPLOYMENT TYPE

Full-time, Part-time, Contractor, Intern

JOB LOCATION

Ahmedabad, INDIA

? Remote work from: INDIA

DATE POSTED

? February 4, 2026

REMOTE DATA ENTRY, PURCHASE ORDER EXECUTIVE, FLEXIBLE INCOME ?10K–?15K | MISHAPA INDIA

BASE SALARY

INR 10000 - INR 15000

DESCRIPTION

Company: MISHAPA INDIA

Position: Inquiry & Purchase Executive

Industry: E-commerce / Operations Support

Location: Work From Home (Remote – India)/ Ahemdabad

Employment Type: Full-time / Part-time / Permanent / Fresher / Internship / Freelance

Salary: ?10,000 – ?15,000 per month (Fixed + Commission Based)

Earning Structure

- ?10 per valid inquiry entry (Excel Entry)
- ?50 per successful purchase order processed

Key Responsibilities

- Enter customer inquiries accurately into Excel or company database
- Verify inquiry details before entry to ensure validity
- Create and process purchase orders as per company guidelines
- Maintain records of inquiry entries and purchase orders
- Communicate via phone, WhatsApp, or email when required

Eligibility & Skills

- Freshers and experienced candidates both can apply
- Basic knowledge of Excel and mathematical calculations
- Good communication and coordination skills
- Honest, disciplined, and target-oriented mindset

Benefits

- Flexible working hours
- Unlimited earning potential based on performance
- Work from home opportunity