

WORK VAPOR

Job Link: <https://workvapor.in/jobs/sbi-bank-back-office-sales-support-lead-data-reporting-work/>

HIRING ORGANIZATION

State Bank Of India

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Mumbai, Maharashtra, India

DATE POSTED

? April 14, 2026

VALID THROUGH

2027-02-14

SBI BANK BACK OFFICE SALES SUPPORT – LEAD DATA, REPORTING WORK

BASE SALARY

INR 30000 - INR 50000

DESCRIPTION

Work Mode: Office Based (Lower Parel, Mumbai)

Job Type: Full Time

Age Limit: Below 30 Years

Contact Details: 9004590845 (Anshu) | CV Submission

About This Opportunity

This is a **bank back office support role**. In this job, you will handle **lead data, reporting work, and sales coordination support**. This role is suitable for candidates who are good in **Excel and data handling work**.

Job Role – Lead Handling Sales Support Work

Main work is to **manage leads, update records, and support sales team for better conversion**. You will also handle reporting and follow-ups.

Responsibilities

- Upload **leads from CRM, WhatsApp and other sources**
- Assign leads to **sales teams (ZSM/ASM)**
- Do daily **follow-up with sales team**
- Handle **Excel data and MIS reports**
- Track **lead conversion and updates**
- Manage "Not Interested" lead records
- Support in resolving system related issues
- Share daily progress reports

Skills Required

- Good knowledge of **MS Excel, Word, PowerPoint**
- Ability to handle **large data sets**
- Good communication and coordination skills
- Basic understanding of **banking or sales process preferred**

Eligibility Criteria

- Graduate in any stream
- Age below 30 years
- Banking or BFSI experience is an added advantage
- Basic computer knowledge required

Salary Details

- CTC: ₹22,221 per month
- In-hand: ₹17,500 per month

How To Apply

Interested candidates should send their **CV via WhatsApp for selection process.**

Apply Contact: 9004590845 (Anshu)

Important Note

- This is a **bank back office support role**
- Only serious candidates should apply
- Good Excel knowledge is required