

WORK VAPOR

Job Link: <https://workvapor.in/jobs/stores-back-office-profile-file-management-work-office-assistant/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Mira Bhayander, India

DATE POSTED

? April 20, 2026

VALID THROUGH

2027-02-20

STORES BACK OFFICE PROFILE FILE MANAGEMENT WORK – OFFICE ASSISTANT

BASE SALARY

INR 16000 - INR 20000

DESCRIPTION

Work From Office | Mira Bhayander
?25,000 per month (up to)
Full-time role

Contact: **8454026559**
Email: hrd.india210@gmail.com

Job Overview

This role is for **Back Office Executive / Stores Executive**. Work is simple office work. You will handle data, files and basic coordination. Good role for commerce students.

Job Responsibilities

- Maintain records and update data properly
- Do data entry and file management
- Prepare reports using Excel
- Coordinate with internal team for daily work
- Handle documents with proper care

Skills Required

- Basic knowledge of MS Office
- Good typing and data handling
- Attention to detail

- Simple communication skills

Eligibility Criteria

- BCOM / BAF / BBI / MCOM
- Basic computer knowledge required
- Freshers can also apply

Salary Details

Salary can go up to **₹25,000 per month** based on skills and experience.

How to Apply

Interested candidates should send CV directly for quick response.

WhatsApp: **8454026559**

Email: hrd.india210@gmail.com

Important Note

This is **work from office role**. Candidate should be ready to work from given location.