

<https://jobroll.govhelp.in/job/byjus-recruitment-2024-jobs-near-me-data-entry-cum-back-office-post/>

Byju's Recruitment 2024 – Jobs Near Me – Data Entry Cum Back Office Post

Hiring organization
Byju's

Job Location

India
Remote work from: IND

Date posted
December 22, 2023

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Valid through
31.03.2024

Base Salary

USD 13,200 - USD 19,200

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Byju's Recruitment 2024

Byju's, India's leading educational technology company, is seeking a highly organized and detail-oriented Data Entry cum Back Office Executive (Fresher) to join our dynamic team. As a Data Entry cum Back Office Executive, you will play a crucial role in supporting our back-office operations, ensuring accuracy, efficiency, and compliance with company policies and procedures. Your responsibilities will encompass a wide range of tasks, including data management, document processing, and communication with internal and external stakeholders.

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Byju's Careers

Responsibilities:

- Accurately enter and maintain customer, student, and financial data into Byju's systems.
- Verify and process invoices, payments, and other financial documents to ensure accuracy and compliance with company policies.
- Assist in preparing and distributing reports and presentations for back-office operations.
- Handle customer inquiries and resolve issues promptly and professionally.
- Coordinate with internal departments, such as sales, finance, and legal, to ensure seamless back-office support.
- Maintain a clean, organized, and efficient workspace.

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Byju's Jobs Near Me

Skills:

- Strong organizational and time management skills, with the ability to handle multiple tasks simultaneously and meet deadlines.
- Excellent attention to detail and accuracy, with a keen eye for identifying and correcting errors.
- Proficient in Microsoft Office Suite and relevant back-office software.
- Effective communication and interpersonal skills, with the ability to build rapport with colleagues, customers, and vendors.
- Adaptability and ability to work effectively in a fast-paced and dynamic environment.

Important Links

Find the Link in [Apply Now](#) Button

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