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Flipkart Careers 2023 – Jobs Near Me – Back Office Executive Posts

Hiring organization
Flipkart

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
March 13, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 16,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

The Back Office Executive will be responsible for all the back office operations of the company. The responsibilities will include maintaining accounts, recording financial transactions, preparing reports and maintaining databases.

Jobs Near Me

Responsibilities:-

- Maintaining Accounts: Recording all financial transactions and maintaining accounts payable and receivable
- Preparing Financial Reports: Generating reports on revenue, expenses, profits, etc.
- Maintaining Databases: Updating and managing company databases

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Flipkart Jobs Near Me

Qualifications & Skills:

At least 2 years of experience in a back office role.

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