

## Reliance Recruitment 2023 – Freshers Jobs – Back Office Executive Post

**Hiring organization**  
Reliance Industries

### Job Location

Bengaluru, Karnataka, India  
Remote work from: India

**Date posted**  
January 30, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 12,000 - Rs. 15,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Reliance Industries Recruitment 2023

The Back Office Executive is responsible for all the back-end operations in the company.

### Jobs Near Me

### Responsibilities:

- Enter data into company databases
- Maintain accurate records of all company transactions
- Prepare reports and other documentation as required

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### Reliance Industries Careers

### Skills:

- Proven experience in data entry and records management
- Strong knowledge of Microsoft Office Suite
- Excellent customer service skills

## Important Links

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

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