

<https://jobable.govhelp.in/job/back-office-executive-private-jobs-vedantu-careers/>

## Back Office Executive – Private Jobs – Vedantu Careers

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 11 - USD 20

### Qualifications

Graduate, 12th

### Employment Type

Full-time

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### Description

## Back Office Executive

As a Back Office Executive at Vedantu, you will play a vital role in ensuring the smooth functioning of our administrative and operational tasks. You will be responsible for managing a variety of tasks, from document processing and data entry to providing support to various internal departments. You will be a key member of our team, contributing to a positive and efficient work environment.

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## Vedantu Careers

### Responsibilities:

- **Maintaining accurate and up-to-date records:** Process financial transactions, manage accounts payable and receivable, reconcile statements, and generate reports.
- **Providing administrative support:** Assist with scheduling meetings, travel arrangements, expense reporting, and data entry.
- **Ensuring compliance:** Adhere to company policies and procedures, maintain confidentiality of sensitive information, and handle document management.

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Vedantu

### Date posted

February 1, 2024

### Valid through

31.08.2024

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**Vedantu Jobs For Freshers**

**Skills:**

- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.

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