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## Dabur Recruitment 2023 – Job Freshers – Back Office Executive Post

**Hiring organization**  
Dabur

### Job Location

India  
Remote work from: India

**Date posted**  
February 17, 2023

**Valid through**  
31.12.2025

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Dabur Recruitment 2023

This includes, but is not limited to, handling accounts payable and receivable, preparing financial statements, and maintaining the company's accounting records.

### Jobs Near Me

#### Qualifications:

- Proven experience as a back-office executive or in a related role
- Thorough knowledge of accounting and bookkeeping procedures
- Proficient in Microsoft Office and accounting software
- Strong math skills
- Ability to meet deadlines and handle multiple tasks simultaneously

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### Work From Home Jobs

The Back Office Executive is responsible for performing general administrative support including maintaining files and records

**Responsibilities:**

- Process accounts payable and receivable
- Prepare financial statements
- Maintain accounting records

Other back office duties as assigned

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

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