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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

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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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