



<https://jobfever.govhelp.in/job/myntra-careers-2023-free-job-alerts-data-entry-cum-back-office-posts/>

## Myntra Careers 2023 – Free Job Alerts – Data Entry Cum Back Office Posts

**Hiring organization**  
Myntra

### Job Location

India  
Remote work from: IND

### Date posted

September 29, 2023

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### Valid through

31.12.2023

### Base Salary

USD 14,000 - USD 18,000

APPLY NOW

### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Myntra Careers 2023

We are looking for a Data Entry Cum Back Office Executive to join our team and provide support to our back office operations. The ideal candidate will be a highly motivated and organized individual with excellent communication and administrative skills.

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#### Myntra Jobs Near Me

#### Responsibilities:

- Enter data into our computer systems
- Maintain and update our databases
- Generate reports and presentations
- Handle customer inquiries and complaints
- Process orders and payments
- Other administrative tasks as assigned

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#### Myntra Jobs For Freshers

#### Requirements:

- Excellent communication and interpersonal skills

- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Attention to detail

**Important Links** Problem-solving skills

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

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