

https://jobquest.jobsleworld.com/job/wipro-careers-2023-jobs-near-me-back-office-admin-post/

Wipro Careers 2023 – Jobs Near Me – Back Office Admin Post

Hiring organization
Wipro

Job Location

India
Remote work from: India

Date posted
January 11, 2023

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Valid through
30.09.2025

Base Salary

Rs. 16,500 - Rs. 21,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Wipro Recruitment 2023

We are looking for a Back Office Admin to support our company's operations.

Wipro Work From Home Jobs

Responsibilities:

- prepare and manage Accounts Payable (A/P) and Accounts Receivable (A/R)
- coordinate with other departments to ensure timely and accurate financial reporting
- assist in budgeting and forecasting activities

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Wipro Jobs For Freshers

Skills:

- 3+ years of experience in accounting and financial reporting
- familiarity with accounting software, such as QuickBooks
- strong organizational skills

excellent communication skills

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

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