

Dear All,

Sri Ram Spinning Mills, a reputed textile manufacturing company based in Hyderabad, is currently hiring for the position of **Operations Executive** to support internal processes and ensure smooth departmental coordination.

Role: Operations Executive

Verticals: - Operations & Admin

Vacancy: 1 position

Job Location: Hyderguda, Hyderabad

CTC: ₹25,000 – ₹30,000 per month

Eligibility:

- Fresher to 2 years of experience in operations/admin roles
 - Proficiency in MS Office (Excel, Word, etc.)
 - Strong communication and coordination skills
 - Basic documentation and reporting knowledge
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Job Description:

We are looking for an Operations Executive to manage internal communication, assist with departmental coordination, and handle day-to-day administrative responsibilities. This is a full-time position based at our Hyderguda office.

Key Responsibilities:

- Support daily operations and coordination across departments
- Maintain records, reports, and documentation for internal processes
- Assist in tracking performance metrics and generating operational reports
- Communicate effectively with internal teams for smooth execution of tasks
- Ensure data accuracy and timely updates in operational workflows