



Dear All,

We are hiring for a **Sales Operations Executive** role at **FortuneArtrt LED**, a reputed LED lighting company based in Secunderabad. FortuneArtrt LED specializes in providing high-quality lighting solutions and is known for its focus on innovation and service excellence. Learn more about the company at www.fortuneArtrt.com.

This role is ideal for freshers or individuals with up to 1 year of experience in backend sales coordination or administrative roles who are looking to support business growth through efficient sales operations.

Role: Sales Operations Executive

Department: Business Development

Job Type: Full-Time

Location: Secunderabad

Vacancies: 5 Positions

Experience: Fresher / 1 year

CTC: ₹18,000 – ₹20,000 per month

Key Responsibilities:

- Provide backend administrative support to the sales team
 - Maintain and update customer records and internal databases
 - Process sales orders and ensure accurate documentation
 - Prepare daily and weekly sales reports for management
 - Coordinate with logistics, accounts, and other internal teams
 - Ensure post-sales follow-up and resolve any coordination issues
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Eligibility Criteria:

- Graduate in any discipline
- Good knowledge of MS Office (Excel, Word)
- Basic communication and coordination skills
- Willingness to learn and contribute to a growing team