

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/accountant-assistant-manage-data-entry/>

## HIRING ORGANIZATION

Space Consultant

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

Noida, India

## DATE POSTED

? April 18, 2026

## VALID THROUGH

2027-02-17

# ACCOUNTANT ASSISTANT – MANAGE DATA ENTRY

## DESCRIPTION

### Space Consultant

Greater Noida | Work From Office | Accountant Opening

Contact: 9910641256 | [swati@spaceconsultant.in](mailto:swati@spaceconsultant.in)

### Accountant Assistant – Manage Data Entry

This is a good office opportunity for people who know data entry and basic accounts work. Work is simple and needs careful attention. Candidate should be able to manage records properly and work with accuracy.

## Job Details

- Position: Accountant
- Location: Greater Noida
- Office based work

## Qualification Required

- Any graduate can apply
- Basic accounting understanding needed

## Experience Needed

- 1 to 5 years experience
- Relevant work knowledge preferred

## Key Skills

- Strong data entry skill
- Basic accounting knowledge

- Good attention to details
- Ability to manage records

## Work Responsibilities

- Enter accounting data correctly
- Maintain records in proper way
- Check entries for accuracy
- Support in daily accounts work

## How To Apply

Send your resume to [swati@spaceconsultant.in](mailto:swati@spaceconsultant.in) or WhatsApp at **9910641256** for quick response.