

WORK VAPOR

Job Link: <https://workvapor.in/jobs/accountant-bookkeeping-executive-2/>

HIRING ORGANIZATION

votiko solutions

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Surat, INDIA

ACCOUNTANT BOOKKEEPING EXECUTIVE

BASE SALARY

? 25000 - ? 45000

DESCRIPTION

Accountant Bookkeeping

Votiko Solutions Pvt. Ltd.

Surat Location

Work From Office and Work From Home

Full-time

Night Shift

Salary ?25,000 to ?45,000 per month

Contact Details

Email: hr@votiko.com

HR Contact: +91 8511539085

Votiko Solutions Pvt. Ltd. is hiring an Accountant with bookkeeping experience. This opening is suitable for candidates who understand daily accounting work. The company is looking for responsible and detail focused candidates. Candidates with accounting background can apply easily. Both office and work from home options are available.

The company needs someone who can maintain financial records properly. You should know bookkeeping and basic accounting tasks. Knowledge of Tally and Excel is important for this work. Candidates should also be comfortable working in night shift timing.

Main Responsibilities

- Handle daily bookkeeping work
- Maintain financial records properly
- Manage accounts payable and receivable
- Perform bank reconciliation tasks

- Update ledger entries
- Prepare basic accounting reports
- Maintain accuracy in accounting data

Skills Required

Candidates should have at least 1 year of bookkeeping experience. Knowledge of Tally and Excel is required. Attention to detail is important for this opening. Candidates should be responsible and organized while handling financial work.

Work Details

Work location is Surat. Both work from office and work from home options are available. This is a full-time opportunity with night shift timing. Salary depends on experience and skills.

Benefits

- Work from home flexibility
- Stable full-time opportunity
- Good salary package
- Growth opportunities in accounting field
- Professional work environment

How To Apply

Interested candidates can send their updated resume through email. Candidates can also contact HR directly for application process and interview details.

Apply Contact Details

Send Resume At: hr@votiko.com

WhatsApp or Call: 8511539085