

WORK VAPOR

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

HIRING ORGANIZATION

votiko solutions

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Surat, India

DATE POSTED

? March 25, 2026

ACCOUNTANT BOOKKEEPING EXECUTIVE

BASE SALARY

INR 25000 - INR 45000

DESCRIPTION

Job Title: Accountant (Bookkeeping)

Handle daily bookkeeping tasks, maintain financial records, and manage accounts efficiently.

Organization: Votiko Solutions Pvt. Ltd.

Location: Udhna Darwaja, Surat (Work From Office)

Employment Type: Full-time

Salary: ₹25,000 – ₹45,000 per month

Contact: +91 8511539085 | Email: hr@votiko.com

About Company

Votiko Solutions Pvt. Ltd. is a growing company offering business support and outsourcing services. The company focuses on delivering efficient financial and operational solutions to its clients.

Job Overview

The Accountant will be responsible for handling daily bookkeeping, managing accounts, and ensuring accurate financial records. This is a night shift role suitable for candidates with basic accounting experience.

Key Responsibilities & Role Details

- Maintain day-to-day bookkeeping records
- Manage accounts payable and receivable
- Perform bank reconciliation
- Handle ledger entries and basic financial reports
- Ensure accuracy in all financial data

Eligibility & Skills Required

- Minimum 1+ year experience in bookkeeping
- Knowledge of Tally and MS Excel
- Strong attention to detail
- Basic understanding of accounting principles

Working Schedule

- Night shift
- Work from office (Surat location)

How to Apply

Send your resume to: hr@votiko.com

Contact / WhatsApp: +91 8511539085

You can send your resume to the given email or WhatsApp number.