

WORK VAPOR

Job Link: <https://workvapor.in/jobs/accounts-assistant-part-time-work-hybrid-setup/>

ACCOUNTS ASSISTANT – PART TIME WORK, HYBRID SETUP

BASE SALARY

INR 10000 - INR 12000

DESCRIPTION

Thirumala Industries

Hybrid work (Work From Home + Office)
Location Hyderabad
Part-time contract role
4 hours per day, 5 days working

Contact: +91 9490652316

Accounts Assistant – Part Time Work, Hybrid Setup (WFH / Office Mix)

This work is simple accounting support work. Person needs to handle daily entries and basic finance tasks. Good chance to learn practical accounting work.

About This Work

This is part-time role. Work is divided between home and office. Some days work from home, some days office. Timing is flexible but work must be completed properly.

Salary Details

Monthly salary is ₹10,000. Payment will be done every month. Growth is possible based on performance. Full-time chance also can come later.

Work You Need To Do

HIRING ORGANIZATION

Thirumala Industries

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Hyderabad, India
? Remote work from: India

DATE POSTED

? April 21, 2026

VALID THROUGH

2027-02-21

- Maintain daily entries in Tally Prime
- Record sales, purchase, expense and payments
- Do bank and ledger matching
- Create invoices and keep records safe
- Help in GST and tax related work
- Support salary and payroll tasks
- Coordinate with CA for reports and audit

Who Can Apply

- Graduate in B.Com or accounting field preferred
- Basic knowledge of GST, Income Tax and labour laws
- Tally Prime knowledge required
- Good communication and simple understanding
- Responsible and ready to learn

Work Schedule

- 4 hours daily work
- 5 days in a week
- 2 days work from home
- 2 days work from office
- 1 day flexible based on work

What You Get

This role gives real work exposure. Person can learn accounting in real business. Long term growth and full-time option also possible.

How To Apply

Interested person can send resume or message on WhatsApp. Easy process and quick response.

WhatsApp: +91 9490652316