

WORK VAPOR

Job Link: <https://workvapor.in/jobs/accounts-assistant/>

HIRING ORGANIZATION

Captain Technocast Limited

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Rajkot, India

DATE POSTED

? March 23, 2026

ACCOUNTS ASSISTANT

BASE SALARY

INR 15000 - INR 20000

DESCRIPTION

Job Title: Accounts Assistant
Support daily accounting work and maintain financial records.

Organization: Captain Technocast Limited

Location: Shapar (Veraval), Rajkot, Gujarat

Job Type: Full-time

Experience: 1–2 years

Salary: Up to ₹15,000 per month (final on interview)

Shift: Day Shift (09:00 AM – 7:00 PM)

Contact Number: +91 9099085565

Email: account@captaintechnocast.com

About the Company

Captain Technocast Limited is a growing manufacturing company offering stable job opportunities and employee support facilities. The company focuses on quality work and team development.

Job Overview

We are hiring an Accounts Assistant to manage basic accounting tasks and support financial operations. This role is suitable for candidates with Tally knowledge and accounting experience.

Key Responsibilities & Work Details

- Handle daily accounting and financial entries
- Maintain records of transactions
- Work on Tally software
- Assist in billing and basic accounts work

- Support senior accounts team
- Ensure accuracy in financial data

Eligibility & Skills Required

- Graduate in any field
- 1–2 years experience in accounting
- Knowledge of Tally is required
- Basic understanding of accounts and finance
- Attention to detail and responsibility

Perks & Benefits

- Food provided
- Accommodation facility
- Transportation from Rajkot
- Stable work environment

How to Apply

Send your resume via email or WhatsApp.

Contact Details:

WhatsApp: +91 9099085565

Email: account@captaintechnocast.com