

WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-and-accounting-support-executive-368837/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Intern

JOB LOCATION

? Remote work from: India

DATE POSTED

? July 4, 2026

DATA ENTRY AND ACCOUNTING SUPPORT EXECUTIVE

BASE SALARY

INR 10821 - INR 37312

DESCRIPTION

Basic Accountant and Technical Support

We are hiring for a basic accountant and technical support role. This is a remote opportunity with flexible job types like full time, part time, internship, and fresher. The salary is ₹10,821.10 to ₹37,312.29 per month.

WhatsApp: +91 7022367676

Email: vanoxdynamics.pvtltd@gmail.com

You will handle basic accounting work and customer support. You will also assist users with POS machine related queries. The work is simple and based on daily operations.

Core responsibilities

- Attend customer calls and WhatsApp messages
- Help with POS machine related queries
- Maintain customer records
- Prepare invoices and payment entries
- Track payments and outstanding amounts
- Maintain daily accounts and expenses
- Handle data entry and filing work
- Support office administration tasks

Skills required

- Basic knowledge of accounting
- Understanding of bookkeeping
- MS Excel knowledge preferred

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- Tally knowledge is a plus
- Good communication skills
- Professional customer handling
- Freshers and experienced both can apply

Work details

Working days are Monday to Saturday. Working hours are 9:30 AM to 5:30 PM. The work is focused on accounting support and customer assistance.

Please send your resume before applying. Mention your accounting and software knowledge clearly.

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