# WORK VAPOR

Job Link: https://workvapor.in/jobs/non-voice-back-office-executive-accounting/

# NON-VOICE BACK OFFICE EXECUTIVE – ACCOUNTING

## BASE SALARY

**INR 28000 - INR 30000**

## DESCRIPTION

**Job Role:** Non-Voice Back Office Executive

**Company:** Accurate Hires
**Job Type:** Full-Time, Permanent
**Work Mode:** On-Site / In Person
**Location:** Gurugram, Haryana
**Salary:** Up to ?28,000 in-hand/month
**Experience:** 1+ Year
**Education:** B.Com / BBA
**Process:** Non-Voice / Back Office
**Working Days:** 5 Days
**Shift:** US Shifts
**Openings:** 10
**Industry:** BPM / BPO
**Benefits:** Meals and Both-Side Cab

**HR Contact:** Insha
**Phone / WhatsApp:** +91 9103613849
**Application:** Call or send a WhatsApp message

Accurate Hires is hiring candidates for a **Non-Voice Back Office** position in Gurugram. The role is suitable for graduates with experience in back office, accounting, or finance work.

The selected candidate will handle non-voice back office activities and support daily process operations. Candidates should be comfortable working in US shifts and have good knowledge of accounting or finance-related work.

## HIRING ORGANIZATION

**Accurate Hires**

## EMPLOYMENT TYPE

**Full-time**

## DATE POSTED

*? September 28, 2026*

## JOB LOCATION

122001, Gurugram, Haryana, India

**Key Responsibilities**

- Handle daily **non-voice back office operations**.
- Process and maintain business records.
- Manage routine data and documentation.
- Support accounting and finance-related activities.
- Verify and update information accurately.
- Maintain proper records and reports.
- Complete assigned tasks within required timelines.
- Follow process and quality guidelines.
- Support daily operational requirements.

**Requirements**

- **B.Com or BBA graduation required.**
- **1+ year of experience** in back office, accounting, or finance.
- Good computer and documentation skills.
- Good attention to detail.
- Basic knowledge of accounting and finance processes.
- Comfortable working in **US shifts**.
- Ability to work from office.
- Good organizational skills.

**Key Skills**

- Back Office Operations
- Non-Voice Process
- Accounting
- Finance
- Data Processing
- Documentation
- Record Management
- MS Office
- Query Handling
- Process Operations

**Benefits**

- **5 days working.**
- US shifts.
- **Meals available.**
- **Both-side cab facility.**
- Full-time permanent employment.

**How to Apply**

Interested candidates can **call or send a WhatsApp message** to:

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**Experience:** 1+ Year
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