

WORK VAPOR

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

HIRING ORGANIZATION

Accurate Hires

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 28, 2026

JOB LOCATION

122001, Gurugram, Haryana, India

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.

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:

Insha: +91 9103613849

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