

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-bookkeeper-accounting-assistant-wfh/>

REMOTE BOOKKEEPER-ACCOUNTING ASSISTANT WFH

BASE SALARY

INR 8000 - INR 15000

DESCRIPTION

Company: Arbtech Trading Private Limited
Position: Account Assistant / Personal Bookkeeper
Industry: Accounting / Financial Services
Location: Delhi (Remote Work From Home)
Employment Type: Part-time
Salary: ?8K-?15K/Month
Email: hr@panworldeducation.in

Arbtech Trading Private Limited is hiring a detail-oriented Part-Time Personal Bookkeeper who can manage personal accounting tasks remotely. The role includes handling expenses, maintaining financial records, and preparing monthly summaries while working flexible hours from home.

Role Details:

- Work approximately 4 hours per day
- Around 20 working days per month (~80 hours total)
- Fully remote work-from-home setup
- Immediate joining preferred

Key Responsibilities:

- Track personal expenses and maintain records
- Perform bank reconciliations and maintain account accuracy
- Prepare invoices and maintain financial documentation
- Enter accounting data in Excel sheets or Tally
- Prepare monthly financial summaries and basic reports

HIRING ORGANIZATION

Arbtech Trading Private Limited

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India
? Remote work from: India

DATE POSTED

? March 11, 2026

Requirements:

- Prior bookkeeping or accounting experience preferred
- Proficiency in Excel and Tally
- Good communication through WhatsApp and email
- Reliable and detail-oriented work approach
- Available immediately for remote work

Eligibility:

- Bachelor's degree preferred
- Minimum 1 year accounting experience preferred

How to Apply:

Send your resume via email to hr@panworldeducation.in