Telangana State Private Universities Act No. 11 of 2024
Gowraram, Hyderabad, Telangana, 502279
www.kaveriuniversity.edu.in

NOTIFICATION NO. 5/2026

Admin Assistant(Accounts)

The University invites applications from qualified and experienced candidates for the position of **Admin Assistant(Accounts)**.

Minimum Qualifications

Bachelor's degree in Commerce/Accounting/Finance (B.Com/M.Com or equivalent).

Required Skills and Competencies

1. Knowledge of accounting principles and office administration
2. Familiarity with Tally and MS Excel
3. Strong attention to detail and basic analytical skills
4. Good communication and organizational abilities
5. Proactive, team-oriented, and willing to learn.

Responsibilities

1. Record daily financial transactions and maintain accurate books of accounts.
2. Process invoices, expense forms, and receipts in accounting software
3. Assist with bank reconciliations and verify transaction records
4. Manage accounts payable and receivable (vendor payments & customer invoices)
5. Provide general administrative and documentation support.

Experience

1–3 years preferred (Freshers with relevant qualifications may apply).

Interested candidates may download the **Non-Teaching Application Form** from the University website:https://kaveriuniversity.edu.in/downloads/Applicants should submit the completed application form along with **resume,academic and experience certificates (in a single PDF document)** to: **careers@kaveriuniversity.edu.in**
Last date for submission: 06-04-2026.

Admin Assistant

The University invites applications from qualified and motivated candidates for the position of **Admin Assistant**.

Minimum Qualifications

Bachelor's degree in any discipline (Any Graduate).

Required Skills and Competencies

1. Basic knowledge of office administration
2. Familiarity with MS Office (Word, Excel, PowerPoint)
3. Good organizational and time management skills
4. Strong attention to detail
5. Good communication and interpersonal abilities
6. Proactive, team-oriented, and willing to learn

Responsibilities

1. Provide general administrative support to the department
2. Maintain and organize files, records, and documentation
3. Handle correspondence, emails, and phone inquiries
4. Assist in scheduling meetings and coordinating office activities
5. Support data entry and basic reporting tasks
6. Ensure smooth day-to-day office operations

Experience

0–3 years (Freshers may apply).

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Last date for submission: 06-04-2026

Registrar