



ACCOUNTING JOB TRAINING

DURATION: 30 HOURS

FOR WHOM:

For those who want to start outsourcing of Accounting Job work and for the students to whom wants to equip and upgrade to higher position in accounts.

ENTRY REQUIREMENT:

10th Pass

COURSE OVERVIEW:

After completion of this course the student will be able to finalise the account until submission to audit independently.

**ENROLL NOW!
& BECOME A
PROFESSIONAL**





**JOIN
OUR COURSE**

COURSE CONTENT:

- 1. Data entry
- 2. Creating Ledger
- 3. Voucher, Accounts posting of transaction
- 4. Bank reconciliation
- 5. Depreciation
- 6. Verification of Transaction
- 7. Accounts finalization

MEDIUM OF INSTRUCTION:

English & Tamil

TEACHING METHODOLOGY:

Face to Face Classroom Training / Online (Zoom)

LEARNING ENVIRONMENT:

Our class rooms are well equipped air-conditioned with audio and video with free Wi-Fi.

QUALIFICATION / EXPERIENCE:

Well experienced, qualified and friendly facilitator

KEY PERSON IN CHARGE:

Mr. Vaidyanathan

CLASS SIZE:

UPTO 15 STUDENTS

FACILITATOR/LEANER RATIO

1:15

COURSE ATTENDANCE:

100%

ASSESSMENT ADVICE:

Written Test and Case Study

COURSE FEE:

INR 5,000/-

CERTIFICATION:

Based on the successful completion of the course and assessment a certificate of course completion will be awarded to the trainee.

CONTACT

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