

Bright Success
ACADEMY

ADVANCE DIPLOMA OFFICE INDUSTRIAL ACCOUNTING

Course Syllabus

COMPUTER FUNDAMENTALS
WINDOWS OS

Software

MICROSOFT WORD
MICROSOFT EXCEL
MICROSOFT POWER POINT
TALLY PRIME WITH GST

Fees

Fees : 10500/-
Reg. Fees : 500/-
Exam Fees : 500/-
Duration : 3 Months
Documents : 3 photos,
Aadharcard Xerox

Course Content

VOLUME 1 : FUNDAMENTALS OF ACCOUNTS AND INVENTORY
VOLUME 2 : ADVANCED INVENTORY AND TECHNOLOGICAL CAPABILITIES
PURCHASE, SALES WITH GST REPORTS & PAYMENT, BILLING FEATURES, POP, SOP, DEBIT NOTES, CREDIT NOTE,B.R.S,PRICE LIST, STOCK JOURNAL, MANUFACTURING JOURNAL, STOCK ANALYSIS REPORTS,RCM , MULTI LANGUAGE, TDS,IMPORT,EXPORT BACKUP & RESORE, FINALIZATION DATA SECURITY & MULI CURRENCY BILLING ACCOUNTING, INVENTORY, BILLING, PAYROLL, BANKING, TAXATION, MANY MORE...

Internet

EMAIL ID CREATION AND
OPERATING TICKETS BOOKING
CYBER SAFETY TIPS

Job Profile

BACK OFFICE JOB /
DATA ENTRY JOB /
ACCOUNTANT/
TAX ASSISTANT

9998121433 | 7878196045

Bright Success Academy, 3rd Floor ,
Plot C 7 12 Manav Mandir, Surya Hospital Rd, near Janta Footwear,
GIDC Housing Board Colony, Golden Town, GIDC, Vapi Gujarat 396191, India