

CORPORATE OFFICE ASSOCIATE



3 Months Program

AVODHA
Education for a Job

What is Corporate Office Associate

Office associates have varied duties and responsibilities within an organization. They are responsible for the cash management operation, customer service functions, and administrative services. Other responsibilities include organizing and maintaining files and documents, administering all bookkeeping activities, and managing the entire office. Office associates also oversee the overall human resource activities within an organization, such as handling employment forms and health insurance administration. The skills required for this position include communication skills, organizational skills, and active listening skills

Tutor Details



Susanna Sunny

Susanna is a well-known senior associate consultant who had worked in a variety of sectors on all elements of strategic and financial analysis. She was exposed to a broader range of industries and types of challenges, resulting in a rapid learning curve. She proved her skill as a data entry specialist, and she has nearly five years of expertise in this industry. To ensure precision and speed, she only works on one assignment at a time. With an organization, she has performed a variety of jobs and responsibilities. She is in charge of organizing and maintaining papers and paperwork, as well as overseeing all bookkeeping tasks and overseeing the entire office.



Course Structure

- 3 months Program
- Direct Placement
- Live Session for Doubt Clearance (Monday to Friday 10 AM to 7 PM)
- 100% Placement Assistance

Certification



AVODHA Course Completion Certificate



Hubspot Certification (Paid)

Fees Structure

- Admission Fee : 3,800
- Total Fee : 13,800

Avodha provides Job-oriented courses in an affordable price. The total price of our course is ₹13,800/- ; but to avail the course, he/she has to pay only ₹3,800/- as an admission fee & rest of the amount ₹10,000/- has to be paid only after getting the job related to the course he/she joined at Avodha, ie., The first installment ₹5,000/- has to pay on the first day of his/her employment in a job wherein they are placed through Avodha. And the second payment of ₹5,000/- needs to be done once the student completes 30 days of employment in the Job they have been placed via Avodha.

COURSE CURRICULUM

COMPUTER APPRECIATION

- Explains the Basics of Computer
- What is Data Entry

COMPUTER APPRECIATION

- How to Become a Data Entry Professional
- File Conversion from PDF to Word
- File Conversion from Image to Excel
- Easy MS Excel



- Data Entry–Collect Specific Information
- Data Entry from Website–Job
- Help With Student’s Client Project
- Opportunities on Fiverr as a Data Entry Service Provider
- Get Started with Upwork
- Apply and Don’t Apply Project Info
- Right Way to Apply on Data Entry Job
- How to Become Successful on Freelancing

INTRODUCTION TO OFFICE ADMINISTRATION

- Overview of Office Administration
- Introduction to Office Administration
- Skills of an Effective Administrator
- Business Etiquette
- Business Telephone Skills
- Representing Your Boss and Company
- Mail Services and Shipping
- Travel Arrangements



- Organizing Meeting and Conferences
- Record Keeping and Filing Systems
- Business Writing Skills
- Communication Skills
- Customer Service
- Effective Planning and Scheduling
- Invoicing or Petty Cash

Offline Center



(Head Quarters)



Hyderabad



Mumbai



Bangalore



Chennai



Delhi



Trivandrum



Ernakulam



Kannur



Thrissur



Kottayam



Kozhikode



Coimbatore

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www.avodha.com

Avodha Headquarters

1st Floor, Carnival Infopark,
Kochi Kerala - 682042

TamilNadu Regional Office

7th Floor, Bascon Futura SV IT
Park, Parthasarathi Puram,
Chennai, Tamil Nadu - 600017

Ernakulam Offline Center

Avodha EduTech Pvt. Ltd. V
Cinemas Building,
Seaport - Airport Road,
Vidya Nagar Colony,
Kakkanad, Kerala 682022

Kannur Regional office

3rd Floor, Rubco House,
near Mother and Child Hospital,
Caltex, Kannur, Kerala 670012

Trivandrum Regional Office

2nd Floor Asiatic Business
Centre Near Technopark Phase
3 Campus, Kazhakkootam,
Kerala - 695582

Hyderabad Regional Office

Level 6, N Heights,
HITEC City, Hyderabad,
Telangana - 500081

Delhi Regional Office

1st Floor, B-39, Connaught
Place, New Delhi,
Delhi - 110001

Kozhikode Offline Center

Sreevalsam Building, State Highway 29,
East Nadakkave,
Nadakkave, Kozhikode, Kerala 673006

Bangalore Regional Office

GoodWorks Infinity Park,
Electronics City Phase 1,
Bengaluru Karnataka - 560100

Mumbai Regional Office

10th Floor, Parinee Cresenzo,
Mumbai, Maharashtra - 400051

Kottayam Offline Center

The Dispensary by Creative Coworking Cube (C³)
Thamarapally,
Pulimoodu JN, SH 1, Kottayam, Kerala 686001

Thrissur Offline Center

dewSpace - Coworking, G6C2+XCR, West Fort,
Asvary Nagar, Ayyanthole, Thrissur, Kerala 680011