

Learn from the  
**Leaders!**



# OFFICE ADMINISTRATION



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From corporate offices to healthcare facilities and call centers, we encounter a variety of office environments in our daily lives. These office spaces serve as the hub for a company's administration and management, ensuring smooth operations. Similarly, the accounting department plays a crucial role in maintaining financial records and overseeing transactions. Both office administration and accounting are integral to a company's structure and offer promising career opportunities in various industries.

Our diploma in office administration and financial accounting offers comprehensive and practical training that equips our students with the skills and knowledge essential for a successful career. ICS provides world-class facilities and expert faculty to nurture your abilities and enhance your potential. Additionally, training sessions to improve your ability to handle interviews and enhance your English proficiency will be provided. With our guidance, you will be equipped to handle any top-tier position with confidence and ease.

So hurry- an exciting, rewarding and fulfilling career awaits you through ICS!



# Course Highlights

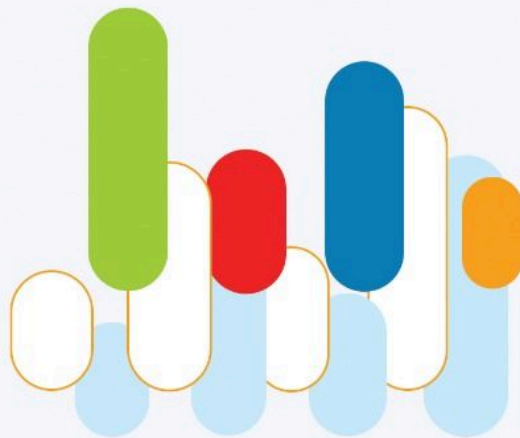
- Office Management
- Record Keeping and Data Management
- Software Applications
- Customer Service
- Business Communication
- Manual Accounting
- Indian and foreign Accounting and Financial Management
- Legal and Ethical Aspects of Office Administration
- Office Services
- Business and Communicative English
- Organizational Behavior and Communication
- Telecommunication and Closing Skills
- Business Marketing Management
- Digital Marketing Foundation
- Personality Development
- Grooming & Beauty Tips
- Interview Training
- E-commerce and Customer Relationship Management (CRM)
- Public Relations and Customer Interaction
- Microsoft Office Suite and Google Workspace
- AI Technology for Office Administration
- HR Management Tips
- Data Entry
- Project and Assessment






# JOB Opportunities

- Office administrator
- Administrative officer
- Office secretary
- Executive assistant
- HR coordinator
- Personal assistant
- Inventory associate
- Receptionist
- Virtual assistant
- Office manager
- Office clerk
- Customer service manager
- Data entry operator
- Office assistant
- Marketing manager
- Digital marketer (fb/inst)
- Finance coordinator
- Accountant (Indian and foreign)
- Back-office staff





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