

GET YOUR DREAM JOB THROUGH ALFA CAREERS

Join Career Starter

**ONLINE JOB ORIENTED SKILL TRAINING
PROGRAM BY ALFA CAREERS**

Career Starter: Training Program in Office Administration.

We're excited to introduce our On Job Training Program for Freshers and Career Gap Holders for a promising future ahead. We provide Free Job Placement Support with no hidden costs to our Students. We help to unlock their confidence by providing hassle-free interview support and make them hire-ready..!



ENROLL NOW

ALFA CAREERS AND TRAINING

Shaping the Future together..



ABOUT US

We have a large database of job vacancies across Kerala. Whether you are a Fresher, a Jobless, or an Experienced Professional, we have Job options for you..

Our mission is to provide permanent placement solutions to various industries, including IT, Consumer Durables, Retail, Engineering and Manufacturing, Hotels and Hospitality, Education and Training, Healthcare, Construction, Infrastructure Sales and marketing, and many more Professional and Common jobs.

We are committed to helping you find a job that feel you fulfilled and satisfied.

PLACEMENT SUPPORT

Alfa Careers, a leading HR Service provider based in Calicut, specializing in connecting the right talent with the right opportunities.

- Our employer network includes 10,000+ Private Firms across Kerala, ensuring diverse job opportunities for job seekers.

At Alfa Careers, our goal is to bridge the gap between job seekers and employers, making recruitment efficient and hassle-free...

CAREER STARTER

2 Month Certificate Program on Sales, Office Management, Communication, IT, Digital Marketing, Accounts, Soft Skills, and Interview Training for your Future Careers.

GET YOUR DREAM JOB THROUGH ALFA CAREERS



Join 'Career Starter'

TRAINING PROGRAM IN OFFICE ADMINISTRATION

PROGRAM HIGHLIGHTS

- ✓ Office Management
- ✓ Sales Skills(CRE,BDE)
- ✓ Soft Skills
- ✓ Interview Skills
- ✓ Basic Accounts
- ✓ IT, Digital Marketing



GET YOUR DREAM JOB THROUGH ALFA CAREERS



'Career Starter'

2 Month Certificate Program on Sales, Office Management, Communication, IT, Digital Marketing, Accounts, Soft Skills, and Interview Training for your Future Careers.



2 Month Training Program

ADVANCE YOUR OFFICE SKILLS & MASTER THE ART OF ADMINISTRATION



4 HOURS WEEKLY,
AVAILABLE BOTH ONLINE
AND RECORDED
SESSIONS.



8 PM-9 PM



7736515554,
9562515552



OFFICE MANAGEMENT

Office Management:
Customer Management,
Documentation Management,
Communication Management,
Front Office Management, Inventory
and Data Management

SALES BDE CRE CRM

Sales Domain: Tele Calling-
BDE-BDM, Academic
Counselor

TECH, DIGITAL MARKETING

IT, AI & Digital Marketing:
Computer Basics, AI Tools, Digital
Marketing Basics, Social Media

BASIC ACCOUNTS TRAINING

Basic Accounts: Billing, Cashier,
Receipts, Vouchers, Zoho, Tally

INTERVIEW TRAINING

Softskills and Interview Training:
Soft skills Mock Interviews,
Experience Sharing

SOFT SKILLS

Soft Skills Training:
Communications, Team Work,
Adaptability, Leadership, Creativity,
Problem Solving, Time Management

'Career Starter'

TRAINING PROGRAM IN OFFICE ADMINISTRATION

COURSE FEATURES

- ☐ **Practical Training and Assignments in All Job Roles**
- ☐ **Training on Job Interviews and Mock Interviews**
- ☐ **Live Interactive Sessions by Industry Experts**
- ☐ **Communicative English Training**
- ☐ **Job oriented and updated syllabus**
- ☐ **Training by Top Level Managers working in Private Sector**
- ☐ **OJT and Internship and Placement support**
- ☐ **Live Interactive Sessions with HR Managers**
- ☐ **Lowest Fees in the Industry**
- ☐ **Have a Huge Data Bank of Private Sector Firms across Kerala**



GET YOUR DREAM JOB THROUGH ALFA CAREERS



OFFICE MANAGEMENT TRAINING

STRENGTHEN YOUR FOUNDATION IN OFFICE MANAGEMENT SKILLS

Develop the skills to efficiently manage office operations, ensuring seamless day-to-day activities and maximizing productivity.

The relevant topics in Office Management includes Communication Management, Document Management, Customer Management, Space & Transportation Management and Inventory Management



GET YOUR DREAM JOB THROUGH ALFA CAREERS



BDE/BDM/CRE/CRM

BOOST YOUR SALES SKILLS IN OFFICE ADMINISTRATION..

Unlock new opportunities and enhance your office administration skills with our Sales in Office Administration course. Learn essential sales principles and sales software technology to support sales teams and drive business growth.

Support sales teams with confidence, Enhance sales performance and Increase business growth and revenue. Our Sales in Office Administration course is designed to boost your skills in Telemarketing, Business Development, Finance and Insurance, Career Guidance & Counselling.



GET YOUR DREAM JOB THROUGH ALFA CAREERS

ACCOUNTS BASICS



POLISH YOUR BASIC SKILLS IN ACCOUNTS

Develop essential accounting skills to manage financial transactions, prepare financial statements, and maintain accurate records. Expand your Expertise in Tally, Receipts, Vouchers, Zoho, Vyapar etc. Upon this course, you'll be able to manage financial transactions accurately, Prepare basic financial statements, Reconcile bank statements and manage cash flow and Utilize accounting software and technology.



Start here



GET YOUR DREAM JOB THROUGH ALFA CAREERS

COMPUTER AND DIGITAL MARKETING



UNVEIL EFFICIENCY AND INNOVATION IN OFFICE ADMINISTRATION

Stay ahead in the digital age with our course on Technology, AI, and Digital Marketing in Office Administration.

Master office software and automation too, Leverage AI for streamlined tasks and Develop digital marketing skills for business growth.

Upgrade Your Knowledge in Computer Basics, Online Tools, Social Media and Digital Marketing.



CV / RESUME PREPARATION



***Career Success
Starts Here...
Craft a Winning CV
and Get Noticed by
Employers...***



Stand out in the job market with a professionally crafted CV. Our CV preparation service helps you highlight your strengths and achievements, showcase your skills and experience and increase your chances of getting noticed by employers...

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INTERVIEW TRAINING



FLEXIBLE SCHEDULING



INTERVIEW TRAINING



MOCK INTERVIEWS



**LIVE INTERACTIVE SESSIONS
WITH HR MANAGERS**



CV / RESUME PREPARATION



PERSONALISED SUPPORT



CRACK YOUR INTERVIEW: EXPERT TRAINING FOR SUCCESS...

Our Interview Training Program helps you prepare for success and stand out in today's competitive job market. Gain the confidence to succeed in your next interview and land your dream job. Our expert trainers will guide you through interactive sessions and provide personalized feedback.



ഒരു ജോലിയെന്ന നിങ്ങളുടെ സ്വപ്നം യാഥാർത്ഥ്യമാക്കൂ...



FREE PLACEMENT SUPPORT

We have a large database of job vacancies across Kerala. Whether you are a Fresh, a Jobless, or an Experienced Professional, we have Job options for you..



Placement Support
across Kerala



Fresher and Experienced
have Vacancies



Personalized support for
your Future Career



Having Large Data Base of
Private Sector



For Job Support, Call

9562515552



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NOW**

'Career Starter'

TRAINING PROGRAM IN OFFICE ADMINISTRATION

***FOR ADMISSIONS,
CONTACT WHATSAPP:***

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JOIN NOW