

Financial Accounts Executive

The Best Non-Sales Jobs
for
**Commerce and Finance
Freshers**



Special
Program Tracks
for
B. Com - BBA
Final Year Students
and
MBA 1st & 2nd Year
Students



The Best Non-Sales Jobs
for
Commerce and Finance Freshers

In one of the

Fastest Growing Service Industry in India



- ✔ 250+ Companies
- ✔ 30+ MNCs
- ✔ 05 Lac+ Professionals employed
- ✔ 45000+ Vacancies for Fresher's
- ✔ Fast Salary Growth

**Book Your Seat
NOW**



Recruiting **Companies**

Accenture

Docyt

TCS

Infosys

BeeFree



Opportunities in F&A BPM

- Financial Customer Service Representative**
- Data Analyst**
- Procurement Analyst**
- Order-to-Cash Analyst**
- Tax Analyst**



Join the Program
NOW



STARTING SALARY
18000 to 25000
★★★★★

JOB ROLE

Financial Accounts Executive

★★★★★

Maintaining Books of Accounts
Accounting Data Entry
Working on QuickBooks
Handling Client Communication
Generating Reports

Key Skills

★★★★★

Communication Skills
Practical Accounting Knowledge
Confident Personality
Professional E-mail Writing



About **Xpress Careers**

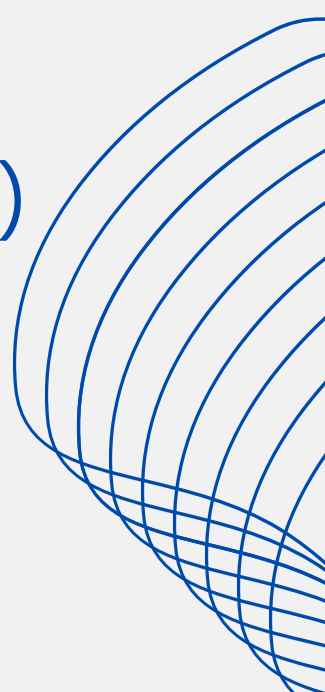
Xpress Careers is a division of Expressions Learning Resources Pvt. Limited, a Government of India recognized Start-up funded by National and International Angel Investors.

The Program

Placement Linked Training Program (PLTP)
for

Financial Accounts Executive

A program that is crafted for Commerce and Finance Graduate and Post Graduate Students to help them start their careers in this high growth industry !



www.XpressCareers.in

Your **PROGRAM MENTORS**



Sumant Chinchwadkar
Corporate Trainer,
Academician &
Author



Gunjan Charayaan
Business Strategy
Ex Deloitte | KPMG |
Capgemini-
Career Coach
ICFAI|Symbiosis|Medi
caps



Deepti Loharikar
Master Trainer
Communication Soft
Skills & CRM & 05 yrs in
UK & Europe 09 yrs
works at MNCs.

70 years of Cumulative Experience



Program OutCome

- ✔ Assured Placement
- ✔ Improved Communication Skills
- ✔ Practical Knowledge
- ✔ Be Interview Ready
- ✔ Improved Personality
- ✔ Career Growth Ready

01 Month

Return on Investment

GAURANTEED PLACEMENT

Within 03 months of course Completion

★★★★★

Program Details

Crafted for an Interactive and Live Experience



- ✔ 03 months, 1.5 hours daily
- ✔ Small Batch Size : 15–20 students only
- ✔ 03–04 Expert Trainers per Batch
- ✔ Online on Zoom Platform
- ✔ Guest Lectures by Industry Experts
- ✔ Regular Tests & Assessments

And More...

- ✔ More than 20 Small Group Activities,
- ✔ Group Discussions,
- ✔ Video Assignments,
- ✔ Guest Lectures,
- ✔ Regular Guiding and Counselling Sessions by Experts



Our Placed Students

08 Students Placed in Docyt, Jaipur



Ritika Modi

Ritika Modi from the 2nd batch of PLTP – Financial Accounts, has secured a successful placement with a prestigious firm in Gandhinagar, Gujarat, with an impressive package of 3+ LPA.



Tanmay Upadhyay

Participating in the program significantly improved my communication skills in both personal and professional settings. It clarified previously unclear accounting concepts, proving invaluable in interviews. Teachers and mentors played a crucial role, supporting me in classes and other activities, enhancing my interpersonal skills.

COURSE COVERAGE



05 Modules

- Module - 01
Communication Skills
- Module - 02
Practical Accounting Concepts
- Module - 03
Resume Building
- Module - 04
Interview Preparation
- Module - 05
Placement Readiness



Module - 01 **Communication Skills**

A. English Language

Advance English Sentence Making
Practice Grammar
Vocabulary Building

B. Written Communication

Fundamentals of WC
Writing the Plan Sheet
Writing E-Mails
SMS + WA Messages
Notice & Circulars

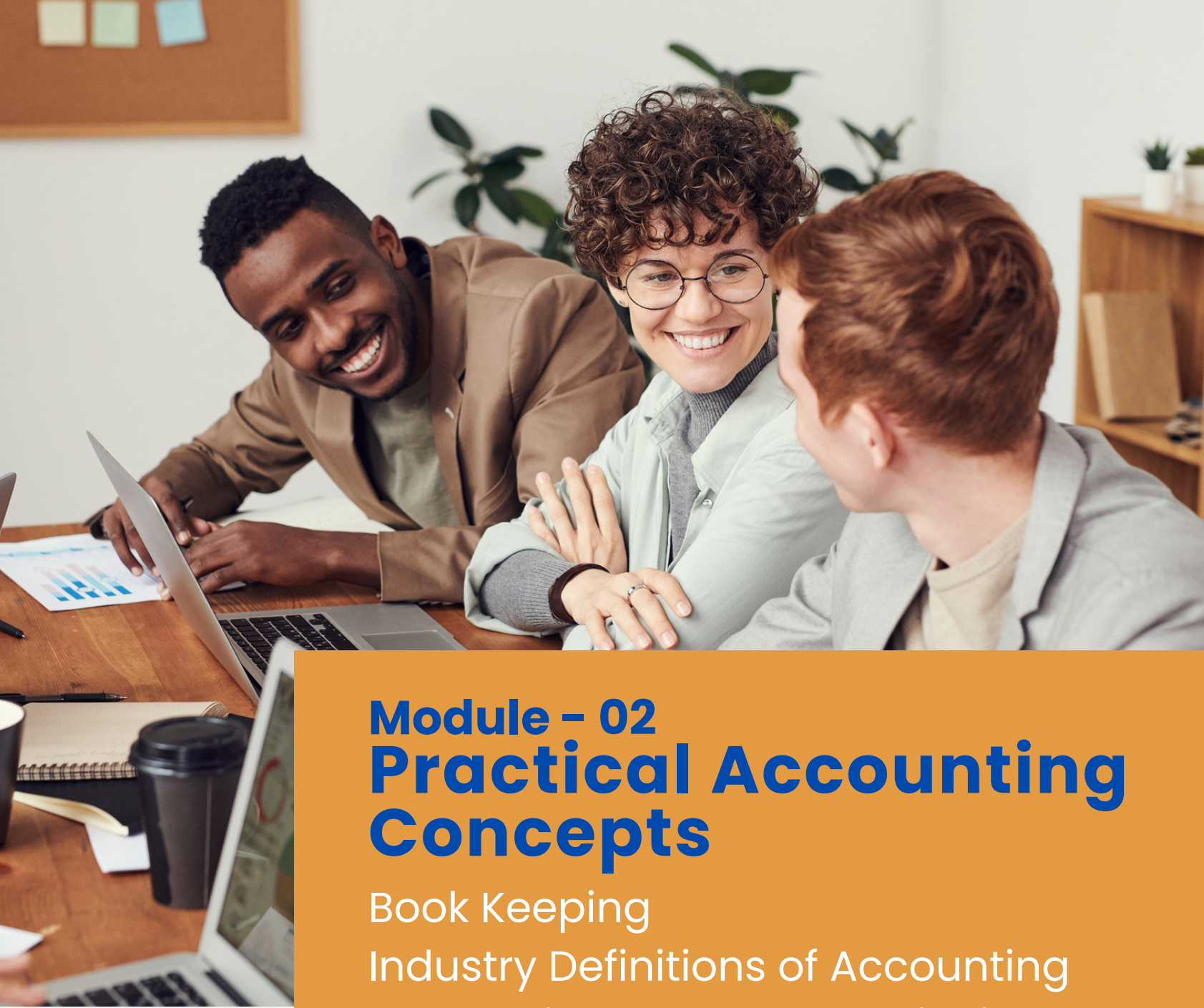
C. Spoken Communication

Speaking with Confidence
Fluent Speaking
Formal Conversation
Mobile Etiquettes
Meeting Etiquettes

D. Listening Skills

Listening to Understand
Listen & Answer
Listen Different Accent





Module - 02

Practical Accounting Concepts

Book Keeping
Industry Definitions of Accounting
Accounting Concepts & Principles
Accounting Procedures
Practical Case Studies & Numericals
200 FAQs of Interview

Module - 03

Resume Building

Basics of Resume Making
Resume Formats
One-on-One Resume Bundling
Resume to Interview

Module - 04

Interview Preparation

Self Introduction
02 Mints. Extempore
Answering Queries
Winning Interviews
04 Mock Interviews : with One-on-One Feedback

Module - 05

Placement Readiness

Pre-Interview Company Briefs
05 Interviews with Partners
05 Interviews with Others
Making LinkedIn Profile
Finding Jobs through LinkedIn & Job Portals



Your Trainers for the Program



Nidhi Mehta

MBA in Financial Planning, CWM, CFP with over 5 years of experience in ICICI Direct and Reliance. Based in Mumbai, specializing in personal finance and various finance subjects. Trained over 1000 students, adept at handling diverse profiles.



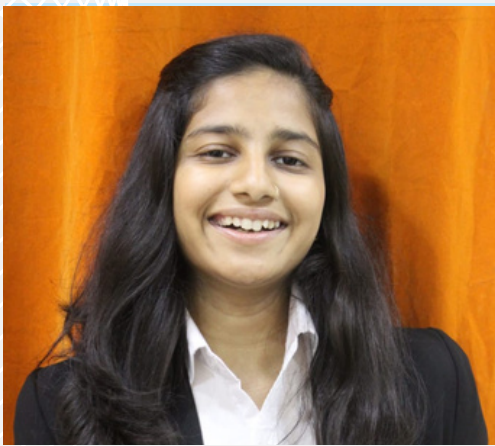
Kanchan Pandey

With a qualification of BE and MA in English, coupled with over 4 years of experience, she specializes as a communication skills trainer. She caters to students of all grades and working professionals, having trained thousands of students.



Arani Banerjee

She holds an M.Sc in Geology and boasts 11 years of teaching experience. Currently based in Bokaro, Jharkhand, she specializes in conducting beginner courses and Deson corporate training.



Aarti Jaiswal

With an undergraduate qualification and 1.5 years of experience specializing in Spoken English and Soft Skills. Her students include homemakers and school/college students. She has trained approximately 150+ Students.



Bharti Kakwani

With B.Ed, M.A., and B.A. in English Literature, she brings 13 years of Educational experience to Indore. Her expertise includes seamlessly handling diverse age groups online and offline, tailoring education for corporates & students preparing for competitive exams. She has trained over 5,000 students..



www.XpressCareers.in

Thank You

Get in touch with us!

Expressions

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Also in Mumbai & Bengaluru



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