



**Haryana Skill
Development Mission**

**CERTIFICATION IN
BANKING, FINANCIAL
SERVICES AND
INSURANCES
COURSE OF**



**ACCOUNTS EXECUTIVE-
ACCOUNTS
PAYABLE AND RECEIVABLE**

(BSC/Q0901)

About the Program

Banking & Accounting Sector is one of the significant sectors that is the backbone of all industrial activity. However, notwithstanding its importance and size (INR 4 trillion), it has not been accorded the attention it deserves as a separate sector in itself. The level of inefficiency in Banking & Accounting Sector activities in the country has been very high across all modes. The required pace of efficiency and quality improvement will demand rapid development of capabilities of Banking & Accounting Sector service providers. And with Banking & Accounting Sector, skill development will emerge as a key capability.

Who should do it?

Minimum Educational Qualifications: Graduate

Industry Overview

This programme will cover the details and process of Purchase order, Purchase journal, supplier and payment details along with delivery challan and sales journal. It will also cover the procedures of booking credit purchases/sales in the purchase/sale journal. Modules of Verification of the documents, Preparation & Updation of payment voucher, mode of payment, Receipt voucher along with Performing the accounting entry is also part of this programme.

Course Duration

150 Hrs

Career Opportunities

After completion of the course, the candidate may get Job in any organization as none of organization can run without account executive hence scope is not only limited to banks/financial institution only. For Example Hospitals, Schools, Colleges, Retail outlets, companies like Mahindra, IBM, and Infosys etc. also have the opportunity for Account Executive.

Point of Contact

www.hsdm.org.in



Haryana Skill
Development Mission

CERTIFICATION IN BANKING, FINANCIAL SERVICES AND INSURANCES COURSE OF



Business Correspondence & Business Facilitator

(BSC/Q0901)



About the Program

Banking & Accounting Sector is one of the significant sectors that is the backbone of all industrial activity. However, notwithstanding its importance and size (INR 4 trillion), it has not been accorded the attention it deserves as a separate sector in itself. The level of inefficiency in Banking & Accounting Sector activities in the country has been very high across all modes. The required pace of efficiency and quality improvement will demand rapid development of capabilities of Banking & Accounting Sector service providers. And with Banking & Accounting Sector, skill development will emerge as a key capability.

Who should do it?

Minimum Educational Qualifications: 10th, 12th

Industry Overview

The programme includes the ways to identify and source new customers for the bank, to assist with application process for opening bank accounts. It also have the procedure to facilitate/execute banking transactions for customers & provide support and on-going services to customers.

Course Duration

150 Hrs

Career Opportunities

After completion of the course, the candidate may get Job in a bank as representatives to act as their agent and provide banking services in remote locations where the bank does not have a presence in order to promote financial inclusion.

Point of Contact

www.hsdm.org.in



Haryana Skill
Development Mission

CERTIFICATION IN BANKING, FINANCIAL SERVICES AND INSURANCES COURSE OF



MUTUAL FUND AGENT (BSC/Q0601)



About the Program

Banking & Accounting Sector is one of the significant sectors that is the backbone of all industrial activity. However, notwithstanding its importance and size (INR 4 trillion), it has not been accorded the attention it deserves as a separate sector in itself. The level of inefficiency in Banking & Accounting Sector activities in the country has been very high across all modes. The required pace of efficiency and quality improvement will demand rapid development of capabilities of Banking & Accounting Sector service providers. And with Banking & Accounting Sector, skill development will emerge as a key capability.

Who should do it?

Minimum Educational Qualifications: 12th

Industry Overview

The Programme will include Modules on Debit/Credit Transaction entries ,Journal Entry book ,Use of Tally computer programs ,Maintenance of books, registers and Statement of Accounts ,Preparation of Outstanding Reports,Accounts receivable/payable , Creation of new voucher type /multiple companies Including Practice of multiple currency/ base currency. It will also cover the procedure of entering on memo vouchers,postdated voucher/user defined voucher along with Daily balance& Transaction value & Interest calculation/cash flow.

Course Duration

450 Hrs

Career Opportunities

After completion of the course, the candidate will be able to independently work as an accountant in an IT enabled office/warehouse.

Point of Contact

www.hsdm.org.in