

Certificate in BizOps Insights



"Ready to revolutionize your business operations and unlock its full potential? BizOps Insights is the key!" The Certificate in BizOps Insights provides a foundational understanding of accounting principles and the effective use of Tally software. Learners will gain knowledge of basic accounting concepts, journal entries, ledger accounts, financial statements, and inventory management. In addition, the course will cover the fundamentals of Tally software, including navigating the interface, creating masters, recording transactions, and generating accounting reports. By completing this course, individuals will acquire the essential skills to apply accounting principles and utilize Tally software for various accounting tasks.

Syllabus & Skills covered (60 hours)



- Learners will gain a solid understanding of key accounting concepts and their significance in the business context.
- Demonstrate proficiency in using Tally software for accurate recording of transactions and preparation of financial statements.
- Effectively configure and manage company data within Tally software.
- Create and manage master data, including accounts, groups, and ledgers.
- Manage inventory effectively using Tally software, including creating and configuring inventory masters and vouchers.
- Perform voucher entry tasks accurately, ranging from basic to advanced accounting and inventory vouchers.
- Utilize Tally Software Services (TSS) for remote user management, security authorization, and control assignments.
- Manage data efficiently through backup and restore procedures, company splitting, and data import/export functionalities.
- Demonstrate a comprehensive understanding of GST fundamentals, including registration, invoicing guidelines, input tax credit, and compliance requirements.
- Apply GST knowledge to practical scenarios through case studies and exercises.

Career Opportunities



- **Business Operations Assistant**
- **Operations Analyst Assistant**
- **Management Analyst**
- **Billing and Invoicing Clerk**
- **Accounts Officer**



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