



E7 Professional Training

Sultan Mahmud

After completed ACCA part-2 Sultan Mahmud joined a Chartered Accountant firm of Bangladesh and gained proper knowledge on practical accounting. Later He joined NAM Jute Mills as an Auditor and audit the internal process, improve the workflow. Then he switches the industry and joins countries leading solar and housing company as a Head of Accounts and Finance. Gained knowledge on Business Process Outsourcing over years and now he is serving of the country's leading Chartered Accountant Firm and leading its BPO sector

Xero

Professional Course on Business Process Outsourcing with



Want to boost your career with full or Part-time business process outsourcing?

Outsourcing! With XERO |

- ❖ Want to boost your career up with Xero as full or part time freelancer in business process outsourcing (BPO) sector? Where sky is the only limit.
- ❖ Xero is a popular web based business software. More than 1 million subscribers are there using this excellent software and they regularly require to get their works done through outsourcing.

Course Structure |

- ❖ What is BPO, How it works, Future of BPO etc.
- ❖ How to create account on different platform e.g. Upwork, Fiverr, People per Hour, Freelancer.com etc.
- ❖ What is Xero and its subscription and how to work on it. (Application training)
- ❖ How to get access from client?
- ❖ How to bid for a project and how to maintain long term relationship with client
- ❖ How one client brings another client to you?

Course Included |

- ❖ Accounting Software and tools: Xero
- ❖ Communication tools: Skype, Slack, WhatsApp, Xero, Email and many other platforms.
- ❖ Task Maintaining tools: Asana, Trello, Float etc.
- ❖ Data Management: Dropbox, Google Drive, OneDrive etc.
- ❖ Data Processing: Notepad++, Sublime Text, Microsoft Excel (CSV) functions.
- ❖ Data Integration: Big Commerce, Woo Commerce, Unify Webgility etc.
- ❖ Data Convert: PDF (SCAN) to Excel/CSV, PDF (true copy) to Excel/CSV, and Image to text etc.

Course Duration |

- ❖ 20Hrs in 10 Classes at evening.

Who should join |

- ❖ If you have strong accountancy background and well enough motivated, then you can. If you think a parallel career beside your regular job or think it as full time job.
- ❖ In outsourcing you will be never bound to 9-5 or fixed salary. You can choose from thousands and go through much flexibility.

Why should join |

- ❖ We at E7 train a candidate very practically. Weaker students require extra support which is ensured here. Full time mentoring is available for students and finally joining our outsourcing team to know how of it will enable you doing it successfully.

<p>1. Getting Started With Xero</p> <ul style="list-style-type: none"> ❖ Course Instruction ❖ Getting to know Xero HQ ❖ Create a Xero user profile ❖ Secure your Xero Account ❖ Find help and training 	<p>5. Reviewing client settings</p> <ul style="list-style-type: none"> ❖ Reviewing Client Setting for Accuracy ❖ Reviewing Organization Setting ❖ Organizations Settings ❖ Contact Details ❖ Public Profile ❖ Verifying Financial Settings
<p>2. Setting up a new Client in Xero</p> <ul style="list-style-type: none"> ❖ Setting up a new client in Xero ❖ Adding a new client in Xero ❖ Entering basic settings ❖ Importing the chart of account ❖ Connecting a bank account ❖ Updating Conversion Balances ❖ Updating invoice settings ❖ Entering post setup items 	<ul style="list-style-type: none"> ❖ Financial Year End ❖ Checking Users, User Roles ❖ Verifying Tracking ❖ Tracking Categories ❖ Verifying Tracking ❖ Branding Themes ❖ Default Settings ❖ Payment Services ❖ Reviewing The Chart of Accounts ❖ Review Accounts, Archive Accounts
<p>3. Carrying Out Everyday Task</p> <ul style="list-style-type: none"> ❖ Carrying out everyday task in Xero ❖ Reconciling bank transactions ❖ Bank Reconciliation ❖ How to view the bank reconciliation ❖ How to accept matched transactions ❖ How to resolve unmatched transactions ❖ Managing Sales Invoices ❖ How to create and send an invoice ❖ How to enter a credit note ❖ How to attach files, Working with purchases ❖ How to create a bill, How to enter payment of a bill 	<p>6. Reviewing starting Balances after Conversion</p> <ul style="list-style-type: none"> ❖ Understand how to verify Conversion Balances ❖ Manage Contacts and run Reconciliation Reports <p>7. Creating Transactions while reconciling</p> <ul style="list-style-type: none"> ❖ Learn how to manage Petty Cash ❖ Create Bank Rules and use Cash Coding <p>8. Customizing reports for better analysis</p> <ul style="list-style-type: none"> ❖ Find out how to utilize Xero's features. In ❖ Customizing Reports, ❖ Better analysis of your Client's data
<p>4. Reporting for Month End</p> <ul style="list-style-type: none"> ❖ Reporting for month end ❖ Generating the balance sheet ❖ Get started with your month end ❖ Reviewing the bank reconciliation ❖ Planning for unpaid invoices and bill ❖ Running the income statement ❖ Using Xero Management Report 	<p>9. Xero Advisor Certification</p> <ul style="list-style-type: none"> ❖ Please register for certification to complete this test to receive the CPE credits attached to Xero Certification. <p>10. Question and Presentation Session</p> <ul style="list-style-type: none"> ❖ General Question about Xero classes ❖ Student Individuals presentations about Xero ❖ Group Discussion, Question and Answering session

- ❖ If you have no idea thinking of it please comes to our office with pre-booked schedule. We are always here to answer you.
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Registration going on- Xero Training

- Class Schedule:
Starting Date: Saturday October 13, 2018 &
Class will be held two days in a weak (Saturday & Thursday)
Last date of registration: October 10, 2018
Duration: 07:00 PM - 09:00 PM
Length: 20 Hours
Course fee: BDT 6000/- (Six Thousand Taka Only)

