



Billing Executive - Certificate Course

Course Duration: 6 Months / 12 Months

Eligibility: 10th / 12th Pass

Module 1: Introduction to Billing & Accounts Basics

- Basics of Billing Process
- Role & Responsibilities of Billing Executive
- Basic Accounting Concepts (Debit/Credit)

Module 2: Computer & Software Skills

- MS Office (Excel Basics)
- Billing Software Introduction
- Tally Basics

Module 3: GST & Taxation Basics

- Introduction to GST
- GST Invoice Preparation
- Tax Calculation Basics

Module 4: Invoice & Documentation

- Invoice Creation
- Purchase & Sales Entry
- Record Maintenance

Module 5: Payment Handling

- Cash Handling Procedures
- Digital Payments (UPI, Card, Online)
- Receipt Generation

Module 6: Customer Handling & Communication

- Communication Skills
- Customer Query Handling
- Complaint Resolution

Module 7: Data Management & Reporting

- Daily Sales Report
- Stock & Billing Reconciliation
- Basic MIS Reporting

Assessment:

- Written Examination
- Practical Assessment (Software Based)

Career Opportunities:

Billing Executive,
Accounts Assistant,
Cashier,
Data Entry Operator,
GST Billing Assistant

