

# Gurukul Educational And Research Institute

SHIKSHA SANKUL, SAHASTRADHARA ROAD, NEAR BY IT PARK,  
DEHRADUN, UTTARAKHAND PIN CODE - 248013



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## Diploma in Documentation Executive

### Duration

1 Year (12 Months)

### Eligibility

- 10th / 12th Pass
- Basic Computer Knowledge
- Basic English Reading & Writing Skills

### Course Modules

#### Module 1: Introduction to Documentation

- Role of Documentation Executive
- Types of Documents
- Office Filing System
- Record Management Basics

#### Module 2: Computer Applications

- MS Word MS
- Excel MS
- PowerPoint PDF
- Management
- Email Handling

#### Module 3: Office Administration

- Office Communication
- Drafting Letters & Emails
- Report Preparation
- Meeting Documentation

#### Module 4: Data Management

- Data Entry Techniques
- Database Basics
- Document Formatting
- Record Keeping Software

## Module 5: Legal & Compliance Documentation

- Basic Legal Documents
- Agreement Drafting Basics
- Company Registration Documents
- KYC & Verification Process

## Module 6: Export-Import Documentation

- Invoice Preparation
- Packing List
- Bill of Lading
- Customs Documentation

## Module 7: Banking & Financial Documentation

- Loan Documentation
- Account Opening Forms
- Insurance Documents
- GST Documentation Basics

## Module 8: Personality Development

- Communication Skills
- Professional Etiquette
- Interview Preparation
- Workplace Ethics

## Practical Training

- Letter Drafting Practice
- Invoice & Report Preparation
- File Management Practice
- Documentation Case Study
- Final Office Simulation Project

## Examination Pattern

- Theory – 100 Marks
- Practical – 150 Marks
- Project – 100 Marks
- Viva – 50 Marks

# Career Opportunities

- Documentation Executive
- Office Assistant
- Data Entry Operator
- Compliance Executive
- Export-Import Assistant
- Banking Documentation Officer

**Starting Salary:** ₹15,000 – ₹30,000 per month

Experience ke saath ₹40,000+

