

# FAST-TRACK YOUR WORKPLACE EFFICIENCY, ACCOUNTABILITY AND PRODUCTIVITY.



Fast-track your workplace efficiency, accountability and productivity.

**EduPlus** is here to sharpen the professional skills of employees and create an organisation with a skilled, talented and dynamic workforce.



We provide customized upskilling and training programs suited to respective organizational needs:

- Business and Accounting
- Supply Chain
- Inventory management
- Shelf management
- Graphic Design
- Leadership and management
- Civil construction
- Car repair and maintenance
- Gardening
- Information technology
- Creative industry
- Fashion and design.

**Cost:** From 2500 to 8000/day

**Duration:** From 3 to 15 days.

**Contact** for free consultation:

**Email:** [bhutaneduplus@gmail.com](mailto:bhutaneduplus@gmail.com)

**Mobile:** +97517825422

# Customized Upskilling and Training Program

## Basic Bookkeeping for Non-Profit Organizations

At EduPlus, we specialize in delivering tailored training designed to strengthen your organization's financial management skills. Our comprehensive program covers essential bookkeeping practices to enhance accuracy, transparency, and efficiency in financial operations.



### Key Topics Include:

- Basic Accounting Principles – Understanding concepts for sound financial management.
- Chart of Accounts – Structuring accounts to organize financial information effectively.
- Recording Transactions – Accurate data entry to maintain financial records.
- Bank Reconciliations – Ensuring consistency between bank statements and accounting records.
- Understanding Financial Statements – Analyzing key reports to assess financial health.
- Reporting and Documentation – Preparing clear, actionable financial reports.
- Internal Control Mechanisms and Audit Preparedness – Strengthening safeguards and readiness for audits.

Empower your team with the skills and knowledge necessary to enhance financial sustainability and compliance.

Contact us today to learn more or register for an upcoming session!

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**Invest in financial clarity—drive your non-profit's impact with sound bookkeeping practices!**