

# Certificate in Future Pro Essentials

## (Back Office)



Anudip has over **17 years** of experience shaping careers in India and the USA, having successfully trained over 500,000 students with a **70% placement** rate. As a nonprofit organization, Anudip is supported by esteemed corporates, delivering on-demand job training across 22 Indian states using cutting-edge technologies. Our diverse courses cover basic and advanced IT, digital and financial skills, spoken English and comprehension, and specialized job-role training, all tailored to current market demands. Graduates find placements in various sectors including e-commerce, retail, IT/ITes, accounting, microfinance, and Control & Automation industries.

# Why Anudip?



100 % Job  
Support Assistance



Online and  
Offline Training



Best in-class  
Faculty



Flexible Class  
Timing



Free Study  
Materials for  
Reference



Learning through  
Smart Devices



User Friendly  
Learning  
Management System



# Who should pursue the course?



## ■ Individuals Seeking a Career in Back Office Roles:

Those interested in roles related to administrative support, data management, and operational tasks.

.....

## ■ Aspiring Professionals Needing Practical IT Knowledge:

Anyone looking to gain hands-on experience with IT tools and systems used in back-office functions.

.....

## ■ Candidates Wanting to Develop Soft Skills:

Those who need to enhance communication, problem-solving, and organizational skills.

.....

## ■ People Interested in Media Literacy and Global Business Awareness:

Individuals looking to understand how media and global trends impact back-office operations.

.....

## ■ Job Seekers Looking for a Competitive Edge:

Those who want to stand out in the job market with a comprehensive skill set for evolving workplace demands.

# Course Mode:

Engaging both online and offline for a comprehensive learning experience!

Eligibility	Class XII (Pass Out) or Graduate
Age	18 years and above
Fee Structure	1000
Duration	2 months



# Modules:



# Job Profile:



Data Entry Clerk



Back Office Executive



Chat and Email Support



Documentation Specialist



## Our Prominent Recruiters



*and many more...*



**India Office: Mira Towers, 8th & 9th Floor, Block DN, Plot 27, Sector-V,  
Salt Lake City, P.S Bidhannagar, Kolkata-700091, West Bengal  
Tel: +91 33 2357 7406**

**US Office: 14435C Big Basin Way #256, Saratoga, CA 95070, USA  
Tel: +1 408 867 2320**

**✉ info@anudip.org | 🌐 www.anudip.org**

### **Our Presence:**

**India: Andhra Pradesh | Arunachal Pradesh | Assam | Bihar | Chattisgarh | Delhi | Gujarat  
Haryana | Himachal Pradesh | Jharkhand | Karnataka | Madhya Pradesh | Maharashtra  
Manipur | Meghalaya | Odisha | Rajasthan | Tamil Nadu | Telangana  
Uttar Pradesh | West Bengal**

**U.S.A | Bangladesh**

Follow us on

