![Anudip — Life. Transformed.]

Certificate in English Communication and IT

(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?

Aspiring Back-Office Professionals:

Individuals aiming to start a career in back-office roles within various organizations.

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Current Back-Office Employees:

Those already working in back-office positions seeking to enhance their communication and IT skills.

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Administrative Support Staff:

People involved in administrative and support functions looking to improve their efficiency and effectiveness.

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Career Changers:

Professionals from other fields interested in transitioning to back-office operations.

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Graduates:

Recent graduates who want to specialize in administrative and support roles with a focus on communication and IT.

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Non-Native English Speakers:

Individuals who want to improve their English communication skills for better performance in administrative roles.

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Tech-Savvy Individuals:

People with a keen interest in learning IT systems and software relevant to back-office functions.

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Freelancers and Entrepreneurs:

Independent professionals and small business owners who need strong back-office management skills for their ventures.

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Human Resource Professionals:

HR staff aiming to strengthen their administrative and communication skills.
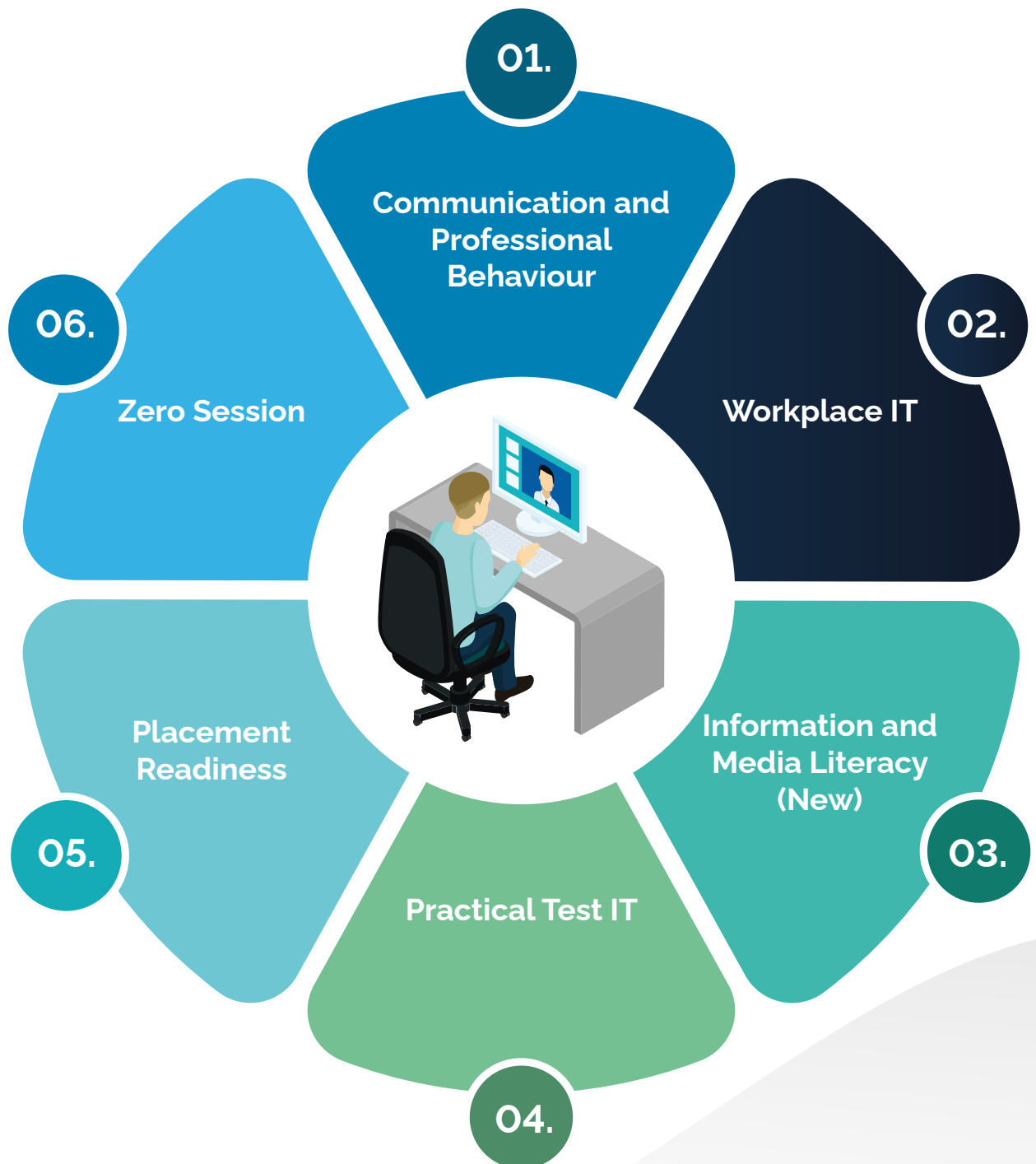
Course Mode:

Hybrid - Engaging both online and offline for a comprehensive learning experience!

Eligibility	Class XII (Pass Out)
Age	18 years and above
Fee Structure	1,000/-
Duration	2 months

Modules:

01.

Communication and Professional Behaviour

02.

Workplace IT

03.

Information and Media Literacy (New)

04.

Practical Test IT

05.

Placement Readiness

06.

Zero Session

Job Profile:

Data Entry Clerk

Documentation Specialist

Back Office Executive

Database Administrator

Our Prominent Recruiters

QUESS
WINNING TOGETHER

WRITER
INFORMATION

भारतीय प्रबंध संस्थान इंदौर
Indian Institute of Management Indore

Ecom
Express

netscribes

and many more...

ınudip
Life. Transformed.

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

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