



Alniaboh LIBERIA INC

1st Floor of Sekou House

Capitol Bye Pass between Don Kan Gas Station & BMC Stores, Monrovia Liberia

Cell #: +231-881-924-553 or +231-776-609-125 Email: alniabohliberia@gmail.com

Are you a recent graduate in need of practical skills in Microsoft Excel, Database Management, Power Point? Are you a working person seeking to enhance your career prospect? or are you a business manager or owner in need of efficient and effective working tools? Look no further. Al-nia-boh Liberia is your business solution partner.

Alniaboh Liberia Inc will conduct an intensive, and hand-on 2hours, 30mins a day (Monday, Wednesday and Friday) training in Basic and Advance Microsoft Excel, Power Point, and Access.

Date & Time: The training will start on January 7 **and end on Jan 31, 2019** (MWF) one Session (5:30pm to 8pm). **Registration will end on January 7, 2018.**

Cost: The cost: **Basic and Advance Microsoft Excel (US\$150)**, **Power Point (US\$150)**, and **Access (US\$200)**, **SPSS (US\$200)** and the cost covers Registration fees, Course fees, macro for exercises, Training Materials and a certificate upon successful completion of training.

Target Participants: Auditors, Entrepreneurs, Accountants, Finance officers, Project officers, Senior Business Students, Instructors, high School graduates, and Interested Individuals with basic Microsoft window.

Participants must have a Laptop.

Registration is now in progress at our New Office on the Capitol Bye between Don Kan Gas Station and BMC Store.

Call us on cell #s: 0776-609-125 or 0881-924-553 or email us at alniabohliberia@gmail.com to book your space

Other services offer:

Alniaboh Liberia also build institutions such as corporations, NGOs, companies, schools, churches, mosques, stores, etc. financial system using QuickBooks at an affordable price. No matter how big or small your organization is; Alniaboh has the customized software for your convenience.



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Lastly, Alniaboh Liberia also conducts trainings in **QuickBooks (US\$100)** and **SPSS (US\$200)** for the general public on Saturdays. Alniaboh also have customized training classes for individuals and organizations at their convenience.

Participants must have a Laptop.

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Contents for the Basic & Advance MS Excel training Include:

Alniaboh Liberia Inc (ALI) is a 100% Liberian-owned firm founded in Liberia to address the urgent need for professional business management services for small to medium-sized businesses. ALI is duly registered with relevant agencies of government in Liberia to provide accounting and tax services, technology and business process outsourcing services, and business solutions.

MOTTO: Your Business Solutions Provider

Summary of services offer :

- ✓ Build institutions' accounting systems & QuickBooks installations
- ✓ Conduct intensive corporate trainings in QuickBooks, SAP, Oracle, advance excel
- ✓ Provide Accounting & tax services
- ✓ Calculate and pay clients' taxes and social security
- ✓ Corporate tax representation
- ✓ Computer literacy and training in all accounting software packages, & SPSS
- ✓ Assist clients with their business registration and licenses.
- ✓ Conduct monthly, quarterly or year-end inventory count for clients.
- ✓ Preparation of client business and operational plans, manuals etc.
- ✓ Client computers maintenance and network installations.
- ✓ Conduct social and business research for clients.
- ✓ Staffing
- ✓ Debt collection

Location: Capitol Bypass, Adjacent BMC Stores
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