



# Alniaboh LIBERIA INC

1<sup>st</sup> Floor of Sekou Building

Capitol Bye Pass, B/w Don Kan Gas Station & BMC Stores, Monrovia - Liberia

The General Public is informed that **Alniaboh Liberia Inc** in collaboration with **QuickBooks Intuit professionals from the USA** will conduct an intensive and hand-on 4day training in **QuickBooks, Monitoring & Evaluation (M&E), Strategic Procurement Management, and Basic & Advance MS Excel in Monrovia.**

## **Our Internationally acclaimed and recognized Monitoring and Evaluation (M&E) Training**

Our **M&E** course is intended to **provide hand on and an in-depth understanding of results-based monitoring and evaluation methods** with practical applications of tools and methods. It will provide participants with M&E tools, techniques and resources needed for planning, organizing, and managing programs and projects.

Through case studies, exercises and group work, participants will learn the links between results-based measurement, monitoring and project evaluation. Practical exercises and informal question and answer sessions around common M&E problem areas. The course addresses Result Based M&E for the entire results chain, including the all-important outcomes and logic model; it covers the principles, and embeds the practice of M&E for results.

**Cost: 125USD...** Cost Covers Registration fees, Course fees, Training Materials and an internationally acclaimed Certificate upon successful completion of training. **Award:** Internationally recognized and acclaimed Certificate upon successful completion of training.

**Target Participants:** Project Managers and officers, M&E officers & managers, Business Managers, Urban Planners & Administrators, Agriculture & Social Science Students (seniors), Engineers, Local authorities, Entrepreneurs, and Interested Individuals with Good analytical Background.

The **M&E training** starts on **Saturday, February 5 and ends on February 26 (4 Saturdays)** (4 hours every Saturday one Session: **9:00am to 1pm**). Registration is now in progress at our head **Office on the Capitol Bye Pass between Don Kan Gas Station and BMC Store, Monrovia.**

**Registration will end on Friday, February 4, 2022.**

Call us on **0776-030-355 or 0886-905-030** to book your space or email us at **alniabohliberia@gmail.com** or Join us on Facebook at: **Alniaboh Liberia Inc**

*Motto: Your Business Solutions Provider*



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**Our Intensive and hand-on Training in Basic & Advance MS Excel**

**Our Internationally acclaimed and recognized Basic & Advance Excel Training**

**Microsoft Basic & Advance Excel Course Content:**

- **Introduction to MS Excel, and Understanding Basic Working with it**
- **Advanced Excel Course - Working with Functions**
- **Advanced Excel course Data Validations**
- **Advanced Excel Course Working with Templates**
- **Advanced Excel course Sorting and Filtering Data**
- **Advanced Excel Course - Working with Reports**

**Cost: 85USD...** Cost Covers Registration fees, Course fees, Training Materials and an internationally acclaimed Certificate upon successful completion of training.

**Award:** Internationally recognized and acclaimed Certificate upon successful completion of training.

**Target Participants:** Statisticians, Finance Officers and Managers, CEOs, Auditors, Business Managers, Urban Planners & Administrators, Business Students (Seniors), Engineers, Local authorities, Entrepreneurs, and Interested Individuals with Good analytical Background

The **Basic & Advance MS Excel training** starts on **Saturday, February 5** and ends on **February 26 (4 Saturdays)** (4 hours every Saturday one Session: **9:00am to 1pm**)

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## Intensive and Hand-on Training in QuickBooks in Monrovia

The General Public is informed that **Alniaboh Liberia Inc** in collaboration with **QuickBooks Intuit professionals from the USA** will conduct an intensive and hand-on 4day training in **QuickBooks in Monrovia**.

### The Content and cost of the QuickBooks Training below:

Contents of the training:

- Equipment requirements and installation
- IT procedures
- Internal checks and controls
- Setting up an Organization (Easy Step Interview)
- Income Accounts, Expense Accounts
- Setting up the QuickBooks opening Window
- Setting up Users and Passwords
- Setting up The Chart of Accounts
- Creating new Accounts
- Management Reports
- Budget reports for specific class
- Cash and Bank transactions
- Bank reconciliation
- Journal entries
- Reports
- KEY REPORTS
- Audit tray
- Exporting reports to Excel
- Close down QuickBooks and Excel
- Setting up Budgets
- CAPITAL BUDGETS
- BUDGET REPORTS
- Foreign Currency Reports
- Checklist 1 - Setting up QuickBooks
- Monthly checks and procedures
- Accounting Records

The QuickBooks training starts on **Saturday, February 5 and ends on February 26 (4 Saturdays)** (4 hours every Saturday one Session: **2pm to 6pm**)

Cost: **100USD...** Cost Covers Registration fees, Course fees, Software, Training Materials and a QuickBooks Intuit Certificate from the USA upon successful completion of training.

Award: QuickBooks Intuit Certificate from the USA upon successful completion of training.

Target Participants: Auditors, Entrepreneurs, Financial Experts, Accountants, Finance officers, Business Students (Seniors), and Interested Individuals with Good Financial Background.

**Participant must have a Laptop for the QuickBooks training.**

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## Our Internationally acclaimed and recognized Strategic Procurement Management Training

Our **Strategic Procurement Management** course is designed to equip participants with the capacity to develop management and strategic skills in procurement in order to increase value for money. The course will enable participants to assess the meanings and outcomes of the stages in the development of an effective procurement strategy.

Our Strategic procurement management course is key for many projects, because procured goods and services form the highest percentages of expenditure and so it is important to achieve value for money through careful appraisal and management. The procurement strategy will promote a controlled and auditable response to external influences and ensure that the project objectives are met.

Through real time case studies, exercises and group works; participants will learn about the development of skills in a strategic process of procurement and build skills on how to practically undertake the procurement process.

**Target Participants:** Procurement officers, Finance Officers and Managers, CEOs, Auditors, Business Managers, Urban Planners & Administrators, Business Students (Seniors), Engineers, Local authorities, Entrepreneurs, and Interested Individuals with Good analytical Background.

Strategic Procurement management Course Objectives:

1. Development of skills in a strategic process of procurement
2. Improvement of procurement management to delivery VFM
3. Building skills on how to undertake the process
4. Assessment of collaborative forms of working, partnering, alliances and joint ventures
5. Evaluation of project constraints and management of risk

**The Strategic Procurement Management training starts Saturday, February 5 and ends on February 26 (4 Saturdays) (4 hours every Saturday one Session: 9am to 1pm)**

Cost: **150USD...** Cost Covers Registration fees, Course fees, Training Materials.

**Award:** an internationally acclaimed Certificate upon successful completion of training.

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## Other services offer:

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

Alniaboh Liberia has state of the art Schools Management System software for all schools including Grade Schools, Vocational Institutions, Colleges and Universities at an affordable price. No matter how big or small your school is; Alniaboh has the customized school management software for your convenience.

Lastly, Alniaboh Liberia also conducts trainings in Strategic Procurement Management (US\$150), Power Point (US\$150), Access (US\$200), and SPSS (US\$200) for the general public from Monday to Friday (12pm to 2pm and 5:30pm to 8pm). Alniaboh also have customized training classes for individuals and organizations at their convenience.

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## ALNIABOH LIBERIA INC

Management & Technology Consulting Firm



**SERVICES OFFER:**

**Training Services:**

- QuickBooks
- SAP
- Oracle
- SPSS
- MS Excel, PowerPoint, Access
- Customer Service

- Financial Management
- Project Management
- M & E
- HR Management
- Proposal Writing
- IFRS
- CA, ACCA, CPA




**Address:**  
 Capitol Bye Pass, Adjacent BMC Stores  
 Monrovia-Liberia  
 Tel: 0776-030-355 / 0886-905-032  
 Email: [alniabohliberia@gmail.com](mailto:alniabohliberia@gmail.com)

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In collaboration with



**CORPORATE TRAINING PARTNERS**

**Business Support & Advisory Services:**

- Build institutions' accounting systems
- Accounting & Tax Services
- Inventory count and control systems setup
- Computers Maintenance & Network Installations
- Project Monitoring & Evaluation
- Social and Financial Audits
- HR Management Services
- Debt Collection Services

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