

Invitation to you and your staff on a Three (3 Day) Advanced Excel, Report Writing and Communication Skills Seminar with CPD hours to be held at Auditax House – Mikocheni from 11th to 13th September 2024

Course introduction

The Seminar is meant for professionals in the Public sector, NGOs and Private sector including Accountants, Assistant Accountants, HR Managers and Officers, Tax Officers, Internal Auditors, Principal Internal Auditors, Senior Internal Auditors, Internal Audit Managers, Heads of Finance, Finance Managers, Directors of Finance & Administration, Procurement officers, External Auditors and other interested parties. **Participants will be awarded training certificates and 10 CPD hours.**

Topics to be covered and benefits of attending

1. Advanced Excel

- Introduction to Advanced Excel
- Efficiently navigating and manipulating worksheets & workbooks
- Key/Common excel shortcuts for accountants
- Data protection and validation in excel
- Data analysis and summarization with pivot tables
- Advanced Excel functions
 - Lookup & reference functions
 - Logical functions
 - Date functions
 - Text Functions
 - Mathematical functions

2. Communication and Presentation Skills

3. The art of Report Writing: Communicating audit and investigation findings in report for various stakeholders.

Fees and payment:

TZS 500,000 per person (VAT inclusive)-including lunch. Payments should be through bank deposit to Account no: 0150303162800, CRDB Bank, Account Name: Auditax International or by cheque payable to Auditax International and delivered to our offices: Dar es Salaam: Auditax House, 3rd Floor, Coca-Cola Road, Mikocheni. Confirmation: Kindly confirm attendance by calling +255 719 878490 / +255 752 559964 or Email: info@auditaxinternational.co.tz:

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Dr. Straton Makundi



Training Partner