



Hero of Business Operation

SKM Level 3

OFFICE ADMINISTRATION & MANAGEMENT

Why Choose CAR SOME Academy

Entry Requirements

- Malaysian citizens
- 16 years old and above
- Can read, write & communicate in BM & English



15 Months Program



Payment Scheme Available

3

Certificates

- ✓ Sijil Kemahiran Malaysia
- ✓ CAR SOME Academy Certificate
- ✓ Soft Skills Certificate

100+

Partners across Malaysia

3 x Guaranteed Job Interviews

Add on Courses



- Soft Skills Program
- English Course

Join Us. Let's Make You a Hero! >>



CARSOME
ACADEMY

CARSOME Academy is an automotive technical institute in Malaysia that offers professional education, personal development and assisted career opportunities. An accredited Sistem Latihan Dual Nasional (SLDN) training center recognized by Jabatan Pembangunan Kemahiran Malaysia (JPK).





SKM Level 3

Certificate In

OFFICE ADMINISTRATION & MANAGEMENT

Program Outline (NOSS CODE: N821-001-3:2020)

Office Administration

- C01: Front Office Reception
- C02 : Office Finance Handling
- C03 : Office Procurement Handling
- C04 : Office Inventory Handling
- C05 : Office Logistic Handling
- C06 : Office Documentation Preparation
- C07 : Staff Administration Supervision
- TVET 01 : Basic IT
- TVET 02 : Critical Thinking

This program certifies you in **Sijil Kemahiran Malaysia (SKM) Level 3 in Office Administration**.

You will be provided with training related to financial planning, record keeping & billing, personal management, logistics and customer service to become a skilled office management and administration professional.

At CARSOME Academy, you will get the best industry-oriented training programs with hands-on practical experience during your industrial training at our CARSOME Experience Centers nationwide.



Program Pathway

Malaysian Student



12 Months
(Theory & Practical)



3 Months
Internship



Job
Placement*



Career Prospects

- Office Administrator
- Customer Service
- Finance Assistant
- Procurement Specialist
- Inventory Controller
- Facilities Coordinator

100+
Partners



CHERY



HONDA

JAECOO



PEUGEOT



PROTON



TOYOTA



SUBARU



DIXON



HEV
SOLUTION



MEGROUPE



OPM



PETRONAS
AutoExpert

Soft Skill Modules

- TVET 01 : Communication Skills
- TVET 02 : Principles of Management
- TVET 03 : English for Oral Communication
- TVET 04 : English for Workplace Communication

Add on
Courses



REFER
A FRIEND &
GET REWARDED*

Introduce your friends & family to
CARSOME Academy and get rewarded

*Terms and conditions apply



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CARSOME Academy

