

Office Inventory Handling
Service Appointment Handling

Office Finance Handling
Staff Administration Supervision

Vehicle Reception Handling
Customer Vehicle Handover

Hero of Business Operation

SKM Level 3

CERTIFIED BUSINESS OPERATIONS & ADMINISTRATION

Why Choose CARSOME Academy

ENTRY REQUIREMENTS
For all Malaysian citizens aged 17 years and above

3 Certificates
- Sijil Kemahiran Malaysia
- CARSOME Academy Certificate
- CARSOME Skills Certificate

90% Successful Employment

15 Months Program

100+ Partners across Malaysia

Payment Scheme Available

BONUS SKILLS INCLUDED
- EV Knowledge
- Safety Skills
- Professional Skills

SCAN FOR A FREE CONSULTATION

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 recognised by Jabatan Pembangunan Kemahiran Malaysia (JPK).

SLDN

JABATAN PEMBANGUNAN KEMAHIRAN (JPK)
KEMENTERIAN SUMBER MANUSIA



SKM Level 3

Certificate in

BUSINESS OPERATION & ADMINISTRATION

Certification:
SKM Level 3 in Certified Business Operations & Administration.

What You'll Learn:
Financial planning, record keeping & billing, personal management, logistics, and customer service.

What You Will Achieve:
Develop strong office management, financial planning, and customer service skills through hands-on industrial training at CARSOME Experience Centers nationwide to prepare you for a professional administrative role.

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

CU 1: Front Office Reception
CU 2: Office Finance Handling
CU 3: Office Procurement Handling
CU 4: Office Inventory Handling
CU 5: Office Logistic Handling
CU 6: Office Documentation Preparation
CU 7: Staff Administration Supervision

Program Pathway

Malaysian Student » **30%** Theory » **70%** On-Job Training » Job Placement*

CAREER PROSPECT

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

CAREER-READY MODULES

- TVET 01 — Professional Leadership & Management
- TVET 02 — Workplace Technology & Digital Skills
- TVET 03 — Workplace Ethic & Professionalism
- TVET 04 — Implementation of Occupational Safety and Health
- TVET 05 — Fundamental of Electronic Vehicle

REFER A FRIEND & GET REWARDED*

Introduce your friends & family to CARSOME Academy and get rewarded.

*Terms and conditions apply



100+ Partners

Ingress Auto, INGRESS AUTO, CHERY, HONDA, JAECOO, PEUGEOT, PROTON, TOYOTA, SUBARU, FLUX, DTOX, HEV SOLUTION, MEGROUP, OPM, PETRONAS AutoExpert

CARSOME ACADEMY

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