



**ATHENA TRAINING AND PLACEMENT SERVICES**  
MAKING ACCOUNTING AND TAXES SIMPLE

# ATHENA TRAINING AND PLACEMENT SERVICES

is one of the best manpower solution provider firms and placement consultants in Chennai and Mumbai . We provide recruitment services to various companies for their IT and non-IT functions.

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Athena Training and Placement Services is one of the best manpower solution provider firms and placement consultants in Chennai and Mumbai . We provide recruitment services to various companies for their IT and non-IT functions. We provide solutions to our clients and candidates catering to the employment and business process. We are blessed with a team of professional recruiters who work on our client's requirements and provide them with skilled employees. Our team helps candidates to get the most suitable job according to their qualifications and skills.

We help companies get efficient resources to empower their sales, operations, marketing, and other departments. We render services across various industry verticals such as banking, automobile, education & training, manufacturing, pharmaceuticals, engineering, finance, IT, BPO, technology, telecommunication, etc. Athena Training and Placement Services acts as a bridge between job seekers and employers.

We efficiently provide manpower for junior, middle, and senior management levels, providing companies with the best professionals. In this competitive world, time and expenses have become essential aspects of recruitment for every organization. We are here to help employers save these when it comes to the selection and recruitment of the right people. We help job seekers get the most suitable job at the best salary. Apart from our recruitment services, we specialize in business accounting and taxation training services.

## Why Us?

- Rich Database of all job seekers across various industries and associated with reputed companies.
- Quick response to all your recruitment needs, job needs or business accounting & taxation training needs
- Believe in cost-effectively meeting your requirements in a specific period.
- Work with you closely throughout the recruitment or job search process.
- We offer a quality of service that will surpass your expectations.





## Placement / Manpower Consultant

Athena Training and Placement Services is a premier name in the placement sector of Tamil Nadu. The company operates from Tamil Nadu and we provide placement consultancy to job seekers - fresher and experienced professionals. A team of placement consultants is entrusted to provide regular updates concerning on-going placement drives, walk-ins, and interviews. Not just this, we also provide tips and guidance to secure a job.



## Training Services

Athena Training and Placement Services is a premier training institution, providing training on various courses.

Athena is backed by a team of Chartered Accountants and SAP consultants/technical experts with proven expertise in their respective fields.

All our trainers are certified, having 10+ years of experience in their respective fields. The courses have been designed in such a way so as to enable the students get practical exposure in their chosen field, thereby making their transition into the corporate world easier.

We provide 100% placement assistance to all our students.

## Mode of Training

- We conduct offline and online mode of training.
- We also provide training to Educational institutions and Corporates.
- Training for Overseas Higher Education
- We also provide training in IELTS, GRE and PTE exams to help students pursue their
- higher education abroad.

## Our Courses

- Business Accounting and Taxation
- SAP Fico
- Business Communication and Soft skills
- Advanced GST
- Java and Java Full Stack
- Python
- C, C++
- .Net and Azure
- MS Office
- Spoken English
- IELTS & TOEFL
- PTE

## Outsourcing Work

The founders of Athena are Qualified Chartered Accountants and Company Secretaries and Accountants with more than 10 years of experience in Accounting and related activities for Australia, Canada, UAE, UK, USA and Canada. We are also supported by a strong back office team who are experts in mail and chat support, data entry etc.

**We cater to Australia, UK, US, Canada, UAE and Singapore Time Zones.**

### Services Offered

- Book keeping
- Accounts Receivable
- Accounts Payable
- Taxation
- Financial Reporting
- E mail Support
- Chat Support
- Incoming call support
- Data Entry

### BENEFITS OF OUTSOURCING

1. **Cost Efficiency:** Outsourcing allows you to access specialized skills without the financial burden of full-time employees. This means reduced overhead costs and the flexibility to scale your workforce based on project needs.
2. **Access to Expertise:** Tap into a global talent pool of highly skilled professionals across various domains. Whether you need technical support, creative services, or administrative assistance, our network includes experts who are ready to meet your requirements.
3. **Focus on Core Activities:** By delegating non-core tasks to our vetted professionals, you can concentrate on what you do best—growing your business. This ensures that your internal resources are focused on strategic initiatives and innovation.
4. **Flexibility and Scalability:** Adjust your workforce seamlessly to match project demands. Outsourcing provides the agility to respond to market changes and seasonal peaks without the complexities of hiring and training new staff.
5. **Risk Management:** Mitigate risks associated with in-house operations. Our outsourcing solutions come with built-in risk management strategies, ensuring that your projects are executed efficiently and on time.



## Overseas Education and Jobs

Athena provides complete guidance for overseas higher studies.

Our experienced counsellors guide the students so as to enable them make the right decision regarding their overseas education and choose the best college/university. Candidates have more than 750 colleges and universities to choose from. Loan assistance is also provided to the candidates.

### **Why choose Athena as your study abroad consultant -**

- We render complete guidance to our students to choose their ideal university.
- Our Overseas Education Experts are committed for delivering 100% results.
- We are one of the leading overseas education & study abroad consultants in Chennai and High Visa Success Rate

## HR Consultant

We are one of the well established name for providing different types of hr consultancy. We have achieved a lot of success as human resource agency located in Tamil Nadu. The hr consultancy services provided by us are the paradigm of knowledge and experience.

We have achieved a successful place in the service industry because of the grade oriented services provided by us.



# INDUSTRY WE SERVE

Our professional trainers also train the new employees in a company that helps them in understanding the work. It also allows new employees in catching up with the pace of the working environment. We are engaged in serving the industry of the given below.

IT & ITES

Banking & Finance

Automobile

BPO

Construction

Education & Training

Engineering & Technical

Event Management

Export & Import

FMCG

Insurance

Manufacturing & Operations

Renewable Energy

Retail

Sales & Marketing

Telecom / Technology / ISP

Tour & Travel

Medical / Healthcare /  
Pharmaceuticals





# TERMS AND CONDITIONS

We are pleased to offer our services on the following Terms and Conditions:

1. Professional Fees : Applicable for Manpower Placements in ALL Categories – Supporting Staff, Management Cadre of Senior, Middle or Junior levels.

Our Professional Fees amount to 8.33% of the selected candidate's First Year's Gross Annual Emoluments, which is equal to ONE Month's Gross Salary in average, calculated on 'Total Cost-to-Company' per annum, as may be negotiated with the selected candidate(s).

2. Payment Terms: Our payment becomes due as the selected candidate joins the company . Our Invoice towards the Professional Fees will be mailed to you and the Payment has to be made to us on completion of THIRTY days of the candidate's joining your Company.

3. Mode Of Payment: Payments to be made to our Bank Account in favour of Beneficiary,

Athena Training and Placement services. Confirmation of payment may please be made either by mailing the scanned copy of the counterfoil of the deposit OR by WhatsApp .

In case the candidate placed by us leaves the Client's service on his/her own accord within TWO months from the date of joining, we shall provide a free replacement.

5. For any communication with the candidate, it has to be done through Athena Training and Placement Services only. In the case of an urgency where the candidate had to be contacted directly, necessary information, in this regard, must be given to us at the earliest.

6. A Copy of the Offer/Appointment Letter(s) must be forwarded to Athena Training and Placement Services simultaneously after issuing it to the candidate(s).

7 As a token of your acceptance of our Terms and Conditions as stated above you are requested to mail us a Scanned copy of this document duly signed with seal by a competent officer of your Company.


8. Non receipt of the scanned copy of the Terms & Conditions within SEVEN days will ensure that the same has been accepted in toto.



 **CONTACT PERSON**  
Dharshini


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