

## **Business Documents**

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1. Remembering: Recall the necessary information required for the preparation of various business documents such as invoices, delivery challans, receipts, vouchers, crossing of cheques, demand drafts, account opening forms, and application forms for LIC policies.
2. Understanding: Comprehend the importance of accuracy and completeness in the preparation of business documents in order to facilitate smooth transactions and maintain proper records.
3. Applying: Apply the knowledge and skills to prepare invoices, delivery challans, receipts, vouchers, crossed cheques, demand drafts, account opening forms, and application forms for LIC policies accurately and efficiently.
4. Analyzing: Analyze the different components of business documents such as transaction details, customer information, policy terms, and conditions in order to ensure compliance with regulations and policies.
5. Evaluating: Evaluate the effectiveness of the procedures for preparing and processing business documents to identify any discrepancies or errors that may impact the organization's financial transactions and legal compliance.
6. Creating: Generate various business documents like appointment letters, purchase orders, fixed deposit account opening forms, and FD receipts with precision and attention to detail to facilitate seamless business operations.