

Career Advice:

Starting without prior skills is absolutely fine-plenty of entry-level roles value a willingness to learn and a positive attitude. Focus on building foundational skills like computer literacy, communication, and organization, as these open up many job opportunities. By following a dedicated weekly plan and leveraging free resources, you can quickly become job-ready. Stay persistent and proactive in your approach, and remember that every skill gained increases your employability.

Recommended Jobs:

- Data Entry Clerk
- Customer Service Representative
- Sales Associate
- Administrative Assistant

Courses:

- Digital Skills: Digital Skills for Work and Life (free) - <https://www.futurelearn.com/courses/digital-skills-work-life>
- TypingClub (free) - <https://www.typingclub.com/>
- Microsoft Excel for Beginners (free) - <https://edu.gcfglobal.org/en/excel/>
- Customer Service Fundamentals (free) - <https://www.coursera.org/learn/customer-service-fundamentals>
- Improve Your English Communication Skills (free) - <https://www.coursera.org/specializations/improve-english>
- Administrative Support (paid) - <https://www.udemy.com/course/administrative-support/>
- Introduction to Time Management (free) - <https://alison.com/course/time-management>
- Workplace Etiquette Training (paid) - <https://www.udemy.com/course/workplace-etiquette-training/>
- Resume Writing (free) - <https://www.coursera.org/learn/resume-writing>
- Sales Training: Building Your Sales Career (paid) - <https://www.linkedin.com/learning/sales-training-building-your-sales-career>

Skill-Gaps by Job:

- Data Entry Clerk: Typing skills, Basic computer literacy, Microsoft Excel
- Customer Service Representative: Communication skills, Problem-solving, Phone etiquette
- Sales Associate: Interpersonal skills, Product knowledge, Cash handling

Administrative Assistant: Organizational skills, Microsoft Office, Time management

8-Week Learning Plan:

Week 1: Learn basic computer operation and internet navigation.

Week 2: Practice typing and familiarize yourself with Microsoft Word and Excel.

Week 3: Take an online course in communication and customer service skills.

Week 4: Study basic organizational and time management techniques.

Week 5: Learn about workplace etiquette and professionalism.

Week 6: Practice role-playing for customer interaction and problem-solving.

Week 7: Build a simple resume and cover letter highlighting your new skills.

Week 8: Apply for entry-level positions and prepare for interviews.

Job-Market Demand:

Data Entry Clerk: 6/10

Customer Service Representative: 8/10

Sales Associate: 7/10

Administrative Assistant: 7/10

Average Salaries (INR/month):

Data Entry Clerk: 2.2

Customer Service Representative: 2.5

Sales Associate: 2.8

Administrative Assistant: 3.0