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SKILLS
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Course Curriculum



Advance Skills On Secretarial Practice

Course Description:

These days, the word 'Secretary' implies not as it were a private officer but too one whose office is to compose for another, particularly one who is utilized to conduct correspondence, to keep records and to execute different other businesses, for another individual or for a society, enterprise and open body. At present, the secretary has come to possess a more noticeable position within society than his antiquated partner. In numerous cases, the secretary has demonstrated to be a vital individual. He ought to have a tall standard of common information that is able to broaden and enhance his mental skyline. He will keep himself side by side of time through persistent perusing of books, diaries, daily papers, reports, etc. However, the course offers assistance to the understudies to know and get the advanced office methods and hones and offer assistance them in creating the abilities required for keeping up and dealing with official records and data.

Course Requirements:

What you'll learn:

Who this course is for:

CONTACT US



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