

PROFESSIONAL EXECUTIVE SECRETARY OFFICE ADMINISTRATOR

EXECUTIVE Secretary – INTRODUCTION:

Operational and Business management is growing exponentially and there are high demand for multi-talented secretaries with expertise in a range of skills.

Definition

"A secretary shall be defined as an executive assistant who possesses a mastery of office skills, demonstrates the ability to assume responsibility without direct supervision, exercises initiative and judgment, and make decisions within the scope of assigned authority"

(Wilson's new world Secretarial handbook, Prentice-Hall, New York, 1980, p. 4)

Learning from a well reputed institute, is what every executive desires. The Executive Secretary/Administrator Training Course offered by Zahed Institute ensures that our students gain expertise practical and theoretical knowledge, along with efficient administration and secretarial skills, which helps them to be successful in any industry, thereby increasing their career opportunities.

COURSE Objective

The Objective of the course is to provides a comprehensive education and enhance the knowledge of those candidates who are in general administration, projects, secretaries etc. By completing the Professional executive Secretary course, students will understand:

Duties of administrative assistant, time management, Scheduling appointments, Organizational structure, Minutes, Memorandums, Improve office efficiency, handle office stress, handle work related problems, Oral communications, mail processing, understanding the technologies in the office, record management, plan for meetings, Conferences, supporting your Manager, Diary Management, Streamlining the office, business skills Communication & business writing skills, Office Administration.

Certification Benefits

A professional certification shows employers, clients and customers that you are committed to a profession and that you have an internationally recognized mark of excellence.

- Capabilities to assume greater responsibility
- Career advancement
- Increase in confidence and self-esteem
- Recognition and respect from employers and peers
- Potential pay and benefit increase
- Greater assurance of employability

Professional Excellence For Secretaries Practical Proven Techniques For Professional Development

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