



OFFICE MANAGEMENT

CERTIFICATION IN OFFICE MANAGEMENT

Master's in Office Management skills & and take your career to the next level!



WHO CAN JOIN THE COURSE?

- Students Seeking Business-Related Skills: Those pursuing degrees or diplomas in business administration, management, or related fields who want to gain specific skills in office operations.
- Most office management courses require only basic education and computer literacy. Some advanced programs may prefer a background in business or administration

GIMPLES OF OUR SUCCESSFUL TRANSITIONS



Reviews 4.6 ★★★★★



Reviews

4.8 ★★★★★



Reviews

4.8 ★★★★★



Reviews

4.9 ★★★★★





Duration- 8 Weeks

PROGRAM CURRICULUM-I

- Introduction to Office Management
- Understanding People
- Basic Accounting Understandable Communication and Delegation
- Action Planning
- Assertive Speech
- Maintaining Professionalism and Etiquette
- Criticism Skills
- Setting Precise Goals and Expectations
- Recognizing Urgent versus Important Tasks
- Management of Files
- Team Working and Team Roles Business Correspondence
- Office Layout and Ergonomics Continuous enhancement of Customer Service and Systems
- Getting the best from office technology Confidentiality.
- Building Rapport
- Efficient Written Communication Administrative Skills
- Handling Requests and Conflicting Priorities
- Business Etiquettes
- Working with Realistic Deadlines Keeping an Effective Diary Interpreting and Presenting Statistical Information Monitoring Budgets and Variance These are a few Office Management course topics that we would cover. Of course, there are more such topics in our Office
- Management courses in Roorkee. You will come to know about that once you start attending our classes

ZENUS CAREER SERVICES



Career-oriented Session

Attend 10+ career-oriented session by industry mentors and prepare your career trajectory



Profile Building

Php Programming resume and LinkedIn profile to make an impression on top employers



Dedicated Job Portal Access

Get exclusive access to 20+* job posting per month on Zenus's job portal



Mock Interview Preparation

prepare with mock interviews including most asked question by top employers



1:1 Mentoring Session

Get 1:1 guidance at every step in your career transition to Php-Programming



Placement Assistance

Placement opportunities are provided once the learner is moved to the placement pool upon clearing Placement Readiness Test(PRT)**

NO. 1 AWARD WINNING TRAINING COMPANY



Awarded By Ex-Indian Cricketer
Chetan Sharma Sir



Awarded By Ex-Indian Cricketer
Sandip Patil Sir

VISIT US



Zenus Infotech India Pvt. Ltd.



S-11, Gate-1, Avas Vikas , Opposit BSNL Telephone Exchange, Roorkee



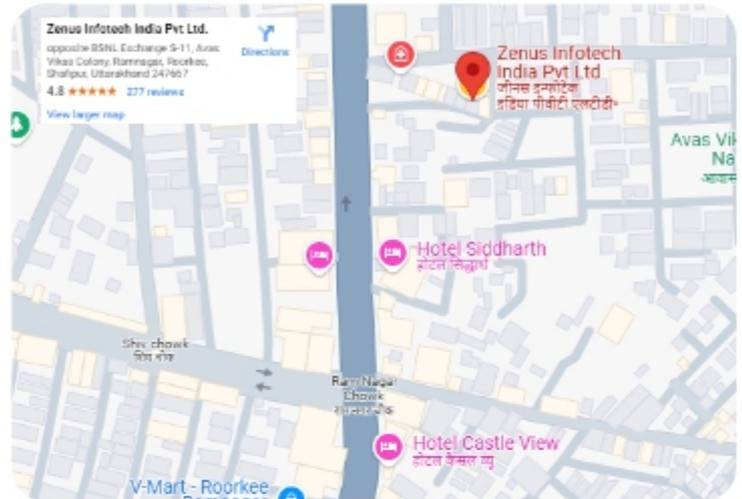
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STUDENT TESTIMONIALS

Shivant Tyagi

★★★★★



Our experience with ZENUS INFOTECH has been very good. its the best company in india for industrial training and placements.

Abdul Raouf

★★★★★



Good teches.And Good teacher .Zenus teacher is helping person that solve the asking question .Zenus is a wonderful platform

Piyush Kumar

★★★★★



I feel my self with a great weight of knowledge after doing training from Zenus Infotech

Prabhat Saini

★★★★★



Extremely nice atmosphere to learn softwares and knowledgeable and helpful faculty with great experience.

Sumit Pant

★★★★★



Highly skilled staffs well as good place to work ..the faculties are very good teachers

Ishant Chauhan

★★★★★



Highly experienced and project oriented training received with full support from the trainer. Thanks Zenus Infotech

