

OFFICE ASSISTANT

Office Assistant :

Get technical & professional knowledge which will make you different from others and get various job opportunities.

Eligibility: 12th Pass (Fresher/Experienced)

Certification: Office Assistant certification is under NSDC.

Course duration: 2 Months

Learning mode: Offline/Online



Why to do this course?

Every business needs administrative assistants. This gives a Certified Office Assistant a broad job market in education, Finance, medicine, Service, manufacturing, travel, insurance, banking and business.

You could work in a large organization and become a specialist or in small business and perform a wide variety of duties.

Course Advantages :

- Placement support
- NSDC certification
- Affordable Price
- Hands on training
- Theory plus practical training
- Workshops, guest lectures
- Expert faculty
- Offline lectures

After Completion :

- You can do excellent client-facing communication skills
- You can manage the day-to-day administrative aspects of running the business.
- You can handle organizational and clerical support tasks. This may include organizing files, scheduling appointments, writing copy, proofreading, receiving guests and more, depending on the company and its needs.

ISDT :

Institute of Skill Development and Training is in forefront to upskill and upgrade the individuals since last 22 years. we have trained and certified more than 12000 Candidates across country. ISDT is national training partner of NSDC.

NSDC :

National Skill Development Corporation is implementing body of Skill India mission through private partnerships. NSDC falls under Government of India Ministry of Skill Development and Entrepreneurship.

Fees : 8000+1000/-*

BANK NAME: **ICICI BANK**
 A/C NAME :ISDTP
 A/C no : 187305000465.
 IFSC Code : ICIC0001873
 Kalika Mandir branch
 ,NASIK (MH).
 Email
 accounts@isdtindia.com



Required documents :

- Aadhar card Xerox-Self attested
- 12th mark sheet Xerox -Self Attested
- Passport size photo-2

 7391000206

Scan here to visit our website:



 www.isdtindia.com



FOR MORE DETAILS : 7391000206