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a minimum aggregate of 50% marks.

Diploma in Secretarial Practice Course, Eligibility ...

Office Management Secretarial Practice English Dgetc Author:

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Management Secretarial Practice English Dgetc Keywords: office, management, secretarial, practice, english, dgetc Created Date: 10/15/2020 5:32:45 AM

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A secretary is responsible for a range of administrative and..... duties that are essential to the efficient operation of a business.

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information to callers. Following are the job roles for a Secretarial Practice (English):

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Arrange conferences, meetings, and travel reservations for office

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personnel. • Complete forms in accordance with company procedures.

SECRETARIAL PRACTICE (ENGLISH)

Office administration and office management is a vital course to not only office managers but also for receptionists. The quiz below tests on the fundamentals of office management. Take it up and see how much you know on the subject.

Office Administration And Office Management Quiz ...

Definition of Secretarial Practice: Nowadays, the word

‘ Secretary ’ means not only a confidential officer but also one whose office is to write for another, especially one who is employed to conduct correspondence, to keep records and to transact various

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other businesses, for another person or for a society, corporation and public body. In India, the secretary is known as ‘ Sachiva ’ .

Importance of Secretarial Practice:

Secretarial Practice: Definition, Importance and ...

Office management can be defined as the art of guiding, directing coordinating and controlling the salaried people of an organization in order to achieve specified objective within a time schedule.

Elements of Office Management Elements of office management are termed as pillars of a building.

Office Management | Meaning and Definition | Elements
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