



Diploma in
Front office & Secretarial Practices

Language in which Course is currently available:

English

Eligibility:

Educational Qualification	Intermediate / Graduate
Age	Any
Location	Any

For whom:

- For those who wish to enter the Secretarial field.
- For Secretarial Professionals with related work experience but no formal training.
- For Secretarial Professionals seeking promotion in existing job or looking to add value to their skills.

Syllabus:

- Hotel Front Office
- Corporate office reception
- Secretarial Practices

*2 Year or more related industry experience required for those applying under Direct Certification route.