

Professional Program : 56

Course Name	Multifunctional Office Executive
QP & QP CODE	Multifunctional Office Executive - MEP/Q0205
Course Code	G56
Course Duration	370 hrs
Credit	12
Sector	Management
NSQF Level	4.5
Description	A Multifunctional Office Executive performs administrative and office support activities. It involves the upkeep and maintenance of office premises, purchases and vendor management for office supplies, stationery and upkeep, ensuring the comfort of staff and visitors by receiving and forwarding calls, coordination of incoming and outgoing mail and organizing meetings and making travel arrangements for staff.
Progression Pathway	Level 5 - Vendor Management Executive/ Travel Desk Incharge - Domestic and International/ Supervisor - Record keeping and Documentation/ Personal Assistant
Qualification	Completed 3 year UG degree,Pursuing 3rd year of UG - and continuous education,12th grade Pass
Mode Of Training	Offline Mode & Hybrid Mode
Department	All Department