



ALL PAKISTAN MEMON FEDERATION I. T. COMMITTEE



PROUDLY ANNOUNCE **BASIC TO ADVANCE**



M. S. WORD



M. S. EXCEL



M. S. POWERPOINT



ADVANCE EXCEL



I. T. ESSENTIAL

Silent Features:

- Without any Discrimination of Community or Nationality.
- Presentation with demonstration and discussion
- Comprehensive Handouts
- Practical examples on Excel Sheet
- Hands-on Exercises
- Online lecture
- Teaching Hours
- Classes held in Urdu

Who Should Attend?

This hands-on course will focus on the advanced concepts of this application suite. It is beneficial for those who are using Office 2016 and want to move their expertise to the next level

TRAINER'S PROFILE

The First Female Microsoft Office Corporate Trainer in Pakistan
Certified Microsoft Office Specialist (MOS) Master Level

She is a Corporate Trainer, Course Facilitator, Lecturer and Public Speaker and working with different training institutes and companies i.e. NIBAF (SBP), Staff college- NBP, Staff College- KPT, SMEDA, PITAC, NILAT, EFP, Blue Apple Trainers and ICIL. She has more than 10 years' experience working in the HR and General Administration fields holding progressively more challenging positions from HR Generalist to Manager Training. She has worked in Pharmaceuticals, Printing & Packaging, Import & Export, Textile, Manufacturing and Training industries and brings with her a much-diversified background in the field of HRM and Administration.

She has done MS in Business Administration, MBA in HRM & MIS, Masters in Economics, B.Ed., B.Sc [Honors], PGD Labour Laws & Labour Administration (1st Position Holder & Gold Medalist from NILAT), DIT and other certifications related to her field.

She has trained and taught thousands of business professionals. People from junior to senior positions including Head of Departments and Directors have attended her trainings and workshops.

She has been involved in Learning & Development initiatives throughout her career. She utilizes her creativity and real-world examples in conducting her training. The practical approach of her training sessions ensures maximum return on investment for the participants and Organizations.

Batch 1

Total Duration: Approx: 6 Months
Class: Only Sunday (1 day a week)
Class Timing: 10:00 am to 01:00 pm

Batch 2

Total Duration: Approx: 3 Months
Class: Friday & Saturday (2 days a week)
Class Timing: 07:00 pm to 09:30 pm

FOR OR INFORMATION

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