INTRODUCTION

Maharashtra Knowledge Corporation Limited (MKCL) is a public limited company promoted and established by the Department of Higher and Technical Education, Government of Maharashtra.

12.5 Million+
Registered Learners
In Last 13 Years

Established Across 17 States

5400+ Authorized Learning
Centers across the Globe

How We Explore:

- We Empower Students Digitally
- Blended Learning
- Self Learning
- 40+ Case Studies with Intractive Session

Content Methodology

* Proven and trusted e-content
* Learner dependent
* Scalable for future growth
* Updated with latest trends in application domain.

CORPORATE EXECUTIVE ASSISTANT

What will I be doing as an Executive Assistant?

Executive Assistant is one of the largest Occupation World Wide. The Duties usually involves the following:

- Managing the Day-to-Day operations of the Office.
- Planning & Scheduling Meeting & appointments
- Reporting Project Status
- Preparing & Editing Presentations
- Making Travel & Guest Arrangements
- Providing Customer Service
- Managing internal communication, including Social Media
- Working in a Professional Environment.
- Roles are interchangeable for Administrative Assistant

Is Executive Assistant the Career for Me?

The Administrative Assistant & An Executive Assistant career offers a number of Benefits, Including:

** Growing, National wide Demand
** A Variety of Industries
** Competitive Salaries and Benefits

Event Budget

Agenda

Using Charts

Self-Confidence to Self-Esteem

Emulation to Self-Expression

Self-Expression to Self-Confidence

Create and Edit Custom Maps

CD Cover

Book Cover

Newspaper
eCygnus eLearning Private Limited is a MKCL’s nominated State Leading Center (SLC) for Tamil Nadu and Pondicherry to liaison, Facilitate, Implement and Monitor MKCL’s Program and Software in the region. Education today has revolutionized to promote the advancement of learning through the use of Digital Tools, Innovative Technologies and Integrated Teaching Methods.

Academic Delivery model

- Self-learning sessions based on Interactive eLearning content delivered through eLearning Platform namely ERA (eLearning Revolution for All)
- Periodic remote academic facilitation by domain experts
- Hands-On sessions with Specific tools, Assignments and Mini Projects
- Personalized academic support service by Remote experts
- Collaborative learning with peers

Evaluation and Certification

- Weekly Interim Performance Test
- Final Online Examination
- Certification by LOYOLA & MKCL

FEES & DURATIONS

Course Fees — Rs. 12,500
Course Duration — 80 Hours (8 Weeks; 5 Days Per Week; 2 Hours per day)

HOW TO APPLY

**Get the application form from the LIVE Office. Fill the admission form, affix your Photo and Signature on the Printed form and submit the form.

**Please ensure that you receive a...