



Estd. : 1900

Davar's College of Commerce

SECRETARIAL STUDIES AND SERVICES

Mumbai

COMPUTERISED PERSONAL SECRETARIES' DIPLOMA COURSE GRADE SHEET

Name Ms. Smita A. Vadnere
Batch July 1999

GRADES OBTAINED

SHORTHAND (100 W. P. M.)

C+

TYPEWRITING (45 W. P. M.)
On Computers

B-

BUSINESS CORRESPONDENCE

B+

OFFICE MANAGEMENT

Including Elements of Book-keeping,
Filing & Commercial English

B+

PERSONALITY & HUMAN RELATIONS

Including Public Relations

B-

PRACTICAL OFFICE ROUTINE

A-

ELECTRONIC PABX EXCHANGE

B-

COMPUTER :

BASICS OF WINDOWS & WINDOWS EXPLORER,
MS WORD, MS EXCEL, POWER POINT,
INTERNET & E-MAIL THROUGH WINDOWS &
FINANCIAL ACCOUNTING SOFTWARE

A+

JOB PLACEMENT INTERVIEWS

B

FINAL GRADE OBTAINED

"B"

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DIPLOMA AWARDED

Dated March 24, 2000

P. N. Davar

PURAN N. DAVAR
Director