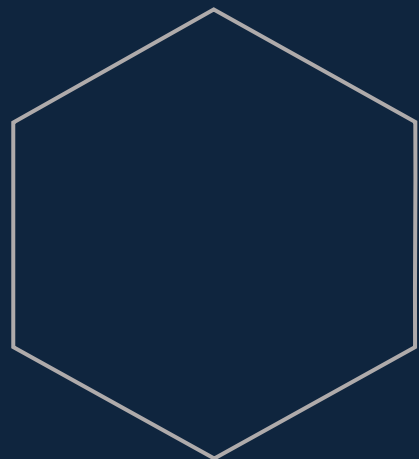


MY COLLEGE OFFICE





Agenda



Introduction

Office management is the technique of planning, organizing, coordinating and controlling office activities with a view to achieve objectives and is concerned with efficient and effective performance of the office work. The success of a business depends upon the efficiency of its office

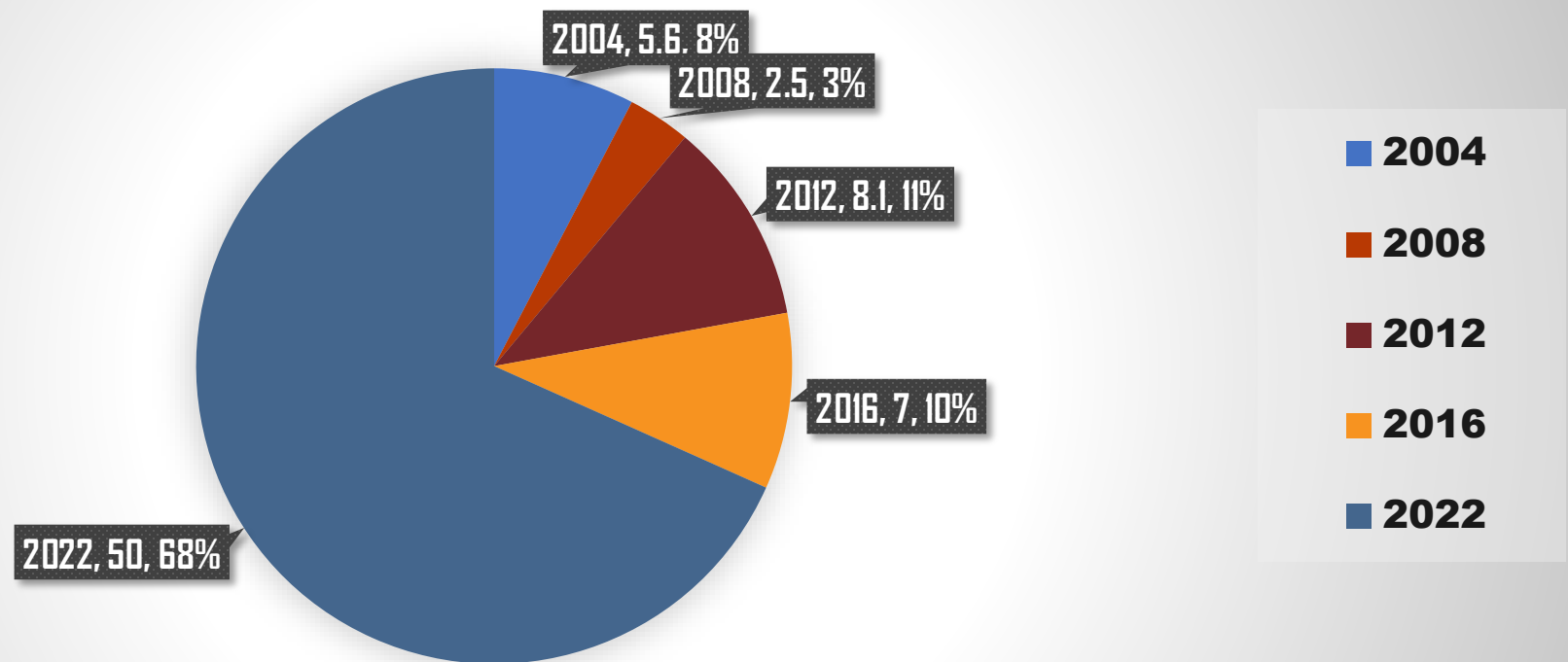




PRIMARY GOAL

Planning.
Organizing.
Identify the right technology.
Inspiration and Motivation.
Training and Competency Build.

Areas of growth



MISSION & VISION


Mission

To provide an outstanding technical education that combines vigorous academic study to experience learning success and become lifelong learners to practice sustainable development

Vision

To become a centre of excellence in the field of engineering through futuristic technical education with high moralistic values, to empower students to achieve their full potential to withstand the global competition.

SUMMARY

A large blue hexagon is positioned on the left side of the slide. Overlapping its bottom-right corner is a smaller, light blue hexagon. Below the large hexagon, there is a white outline of a hexagon. To the right of the large hexagon, there is a small, solid light blue hexagon.

Organized Office Manager with a strong ability to manage office functions and direct administrative personnel to meet needs of executives. Performance-oriented and driven with in-depth understanding of budgets, payroll and office organization needs.

THANK YOU

