

CORPORATE OFFICE ASSOCIATE



AVODHA
Education for a Job

WWW.AVODHA.COM

Corporate Office Associate (COA)

Corporate assistants provide support with a variety of administrative activities. Their functions may also include customer service and supervisory responsibilities. A high school diploma or equivalent is usually required.



Corporate Office Associate

WHO CAN LEARN ?

- ✓ High school diploma or equivalent
- ✓ Postsecondary education is helpful



Corporate Office Associate

IMPORTANT TOPICS IN OUR JOB TRAINING

- ✓ Leadership Development
- ✓ Conflict Resolution
- ✓ Presentation Skills
- ✓ Clear Communication



Corporate Office Associate



CERTIFICATION'S

- **AVODHA** Course Completion Certificate
- Hubspot Certification [Free]



Corporate Office Associate



COURSE STRUCTURE

- o E- Learning
- o 24x7 Access Portal
- o 3 Months Classes
- o Doubt Clearing Sessions
- o Avail in Mobile/PC/Tab
- o Placement Opportunities



FEE'S STRUCTURE:

- o 2800/- Admission Fee

BONUS

If You Get Placed Through Us, Then You
Pay The Rest Of The Amount .



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