

شركة اوكي تكنولوجي للتدريب

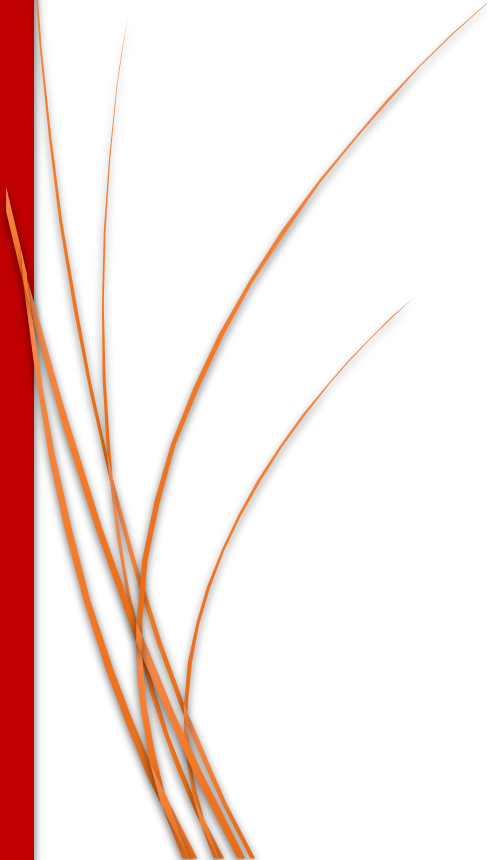
شركة اوكي تكنولوجي للتدريب والاستشارات  
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<b>Administrative Management</b>				
<b>Code</b>	<b>Course Title</b>	<b>ST Date</b>	<b>EN Date</b>	<b>venue</b>
<b>ADM1</b>	<b>Advanced Office Management and Effective Management Skills</b>	1/4/2020	1/8/2020	Cairo
		4/4/2020	4/8/2020	Dubai
		6/7/2020	6/11/2020	Istanbul
		9/5/2020	9/9/2020	Sharm El-Shaikh
<b>ADM2</b>	<b>Archiving and Filing</b>	2/1/2020	2/5/2020	Cairo
		6/7/2020	6/11/2020	Dubai
		10/3/2020	10/7/2020	Sharm El-Shaikh
		12/5/2020	12/9/2020	Istanbul
<b>ADM3</b>	<b>Effective Administration skills For Secretaries</b>	3/7/2020	3/11/2020	Alex
		7/4/2020	7/8/2020	Dubai
		10/3/2020	10/7/2020	Sharm El-Shaikh
		12/5/2020	12/9/2020	Istanbul
<b>ADM4</b>	<b>Organizing and Managing Meetings</b>	4/4/2020	4/8/2020	Cairo
		8/1/2020	8/5/2020	Dubai
		11/7/2020	11/11/2020	Istanbul
		12/5/2020	12/9/2020	Alex
<b>ADM5</b>	<b>Executive Secretary</b>	6/7/2020	6/11/2020	Alex
		9/5/2020	9/9/2020	Cairo
		11/7/2020	11/11/2020	Istanbul
		12/5/2020	12/9/2020	Dubai
<b>ADM6</b>	<b>Modern secretary Skills</b>	7/4/2020	7/8/2020	Alex
		10/3/2020	10/7/2020	Dubai
		11/7/2020	11/11/2020	Cairo
		12/5/2020	12/9/2020	Sharm El-Shaikh
<b>ADM7</b>	<b>Advanced Documents and Records Management</b>	8/1/2020	8/5/2020	Istanbul
		10/3/2020	10/7/2020	Cairo
		11/7/2020	11/11/2020	Sharm El-Shaikh
		12/5/2020	12/9/2020	Dubai
<b>ADM8</b>	<b>Advanced Marketing and Sales Management</b>	1/5/2020	1/9/2020	Cairo
		4/5/2020	4/9/2020	Dubai
		6/6/2020	6/10/2020	Sharm El-Shaikh
		9/6/2020	9/10/2020	Istanbul
<b>ADM9</b>	<b>Communication and Planning Skills</b>	2/2/2020	2/6/2020	Cairo
		6/6/2020	6/10/2020	Sharm El-Shaikh
		10/4/2020	10/8/2020	Dubai
		12/6/2020	12/10/2020	Istanbul
<b>ADM10</b>	<b>Advanced Business Writing Skills</b>	3/1/2020	3/5/2020	Alex
		7/5/2020	7/9/2020	Istanbul
		10/4/2020	10/8/2020	Sharm El-Shaikh
		12/6/2020	12/10/2020	Cairo