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2010. PaperBack. Book Condition: New. 376 This is a unique publication which enlightens the young generation and the parents equally to adopt and select right career in life. This book imparts comprehensive information on admission regulations, employment opportunities fields, duration of courses and other procedural requirement to various courses for a number of careers. A very useful book for students for career selection. About The Author:- Sudesh Kumar Yadaw, M. A. LLB, very expert and all rounder personality in operating Telex, Fax Computer and Lap Top alongwith Office Automation in official work alongwith drafting the letters both Hindi and English Worldwide. He has won first prize two times in the Office amongst Officers and Staff on Hindi and English Worldwide. He has won first prize two times in the Office amongst Officers and Staff on Hindi Essay Competitions in the year 1990 & 2002. He has been trained for two high level Training/workshops on "Enhancing Effectiveness of Private Secretaries/Personal Assistants/Personal Staff" held on 25-27th Sept., 2003 and "Organisation and Method Procedures and Office Management" held on 13-15th Oct., 2003 both at Centre for Training and Social Research, (CT & SR) New Delhi. He has also gained knowledge on high level top management training on "Managing Radical Performance Improvement" from Awareness Forum on Management Skills, New Delhi with the officers and Head of the Deptt. of Govt. of India at Solan (H.P.). Author has successfully published the unique book entitled "HUM AUR CHAMATKARIK VIDYA STENOGRAPHY" in Hindi which is first of its kind in the history of Stenography Profession and appreciated by all. The Directorate of Training, Govt. of Madhya Pradesh has recognized this book for all the Stenography students. At present, the Author is serving at Regional Medical Research Center for Tribals (ICMR), Nagpur Road, PO-Garha, Jabalpur (M.P.) Contents:- Accounting...



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