

BUILD SKILL SHAPE FUTURE





About

OFSYS Education

OFSYS Education is a trusted institute dedicated to empowering individuals through practical, job-oriented education. With a team of experienced professionals and a network of successful graduates, we have been providing quality training tailored to industry needs and supporting our students' career aspirations.



Our

Vision

To be a globally respected education leader, dedicated to preparing skilled, career-ready professionals who contribute meaningful value to organizations and communities worldwide.



Our

Mission

- ▶ Provide excellence in professional education through industry-aligned curriculum and expert faculty.
- ▶ Empower students with practical skills and the confidence to excel in their careers.
- ▶ Promote lifelong learning and adaptability to thrive in a dynamic, evolving workplace.



Why

Choose OFSYS?

- ▶ **Industry-Focused Training:** Courses designed with employer input to ensure practical applicability.
- ▶ **Expert Faculty:** Learn from trainers with years of experience and industry insight.
- ▶ **Modern Facilities:** Hands-on practice with the latest software and classroom technologies.
- ▶ **Career Support:** Resume building, mock interviews, and 100% placement Assurance.
- ▶ **Flexible Batches:** Weekday and weekend options to suit your convenience.
- ▶ **Personalized Attention:** Small class sizes promoting interactive and focused learning.





Why Office Administration?

Office administrators are vital to efficient business operations. The need for skilled professionals is constant across all sectors.

Course Highlights

3-month intensive program

Hands-on training with modern tools

Certification on completion

Real-world assignments and projects

Our Certifications





Syllabus

Snapshot

Introduction to Office Administration

Office Management

Project/ Seminars

Communication Skill

Record keeping and filing

Time Management & Organization behaviour

Human Resource and personnel Management

Interview training

Personality development

Goal Setting

Advanced Sales strategies

Spoken English Training

Microsoft Word/Excel/Presentation

Ai Integrated working Environment

Specialized Add-on Modules

Employability Enhancement

- ▶ Principles of Sales and Marketing
- ▶ Techniques for Customer Engagement and Conversion

Human resource management & organizational behaviour

- ▶ End to end HR processes: onboarding to offboarding
- ▶ Code of conduct and employee rights
- ▶ Organizational culture building
- ▶ Documentation and employee relations management

CAREER OPPORTUNITIES

Office Assistant, Executive Secretary, Front Office Executive,
Administrative Coordinator, Receptionist

How to Join

Eligibility: 12th standard pass (any stream), basic English skills

Duration: 3 months | Flexible batch timings

Take the first step towards a promising administrative career.

Enroll Now!

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