



SECRETARIAL COURSE

Build a Professional Career in
Office Administration



Upgrade your skills and become a confident administrative professional with our comprehensive Secretarial Training Program at Atlas Group of Institutions (AGI UAE).

About the Course

The Secretarial Course is a practical training program designed to equip students with the essential skills required for administrative and office support roles.

This course prepares you to efficiently manage office operations, assist executives, and maintain professional workplace standards.

What You Will Learn

- ✓ Office Administration & Management
- ✓ Business Communication Skills
- ✓ Professional Spoken English
- ✓ Interview Preparation Techniques
- ✓ Office Etiquettes & Workplace Behavior
- ✓ Microsoft Office (MSO) – Word, Excel, PowerPoint

Course Duration

50 Hours Intensive Training

Designed for quick skill development and career readiness.

Certification

KHDA Attested Certificate

Recognized certification that adds value to your professional profile in the UAE.

Career Opportunities

After completing this course, you can apply for roles such as:

- Secretary
- Administrative Assistant
- Office Executive
- Front Office Coordinator
- Personal Assistant

Why Choose AGI?

- ✓ Experienced Trainers
- ✓ Practical & Job-Oriented Training
- ✓ Interactive Sessions
- ✓ Flexible Class Timings
- ✓ Supportive Learning Environment

Flexible Study Options

Classroom Coaching
Weekend / Evening Batches

Contact Us For More Information

Dubai 📞 050 618 6341 📞 04 337 3001
Sharjah 📞 050 618 6756 📞 06 555 7676