



Two Days Training Programme on

Behavioural Skills for Executive Assistants/Secretaries

Feedback of past trainings

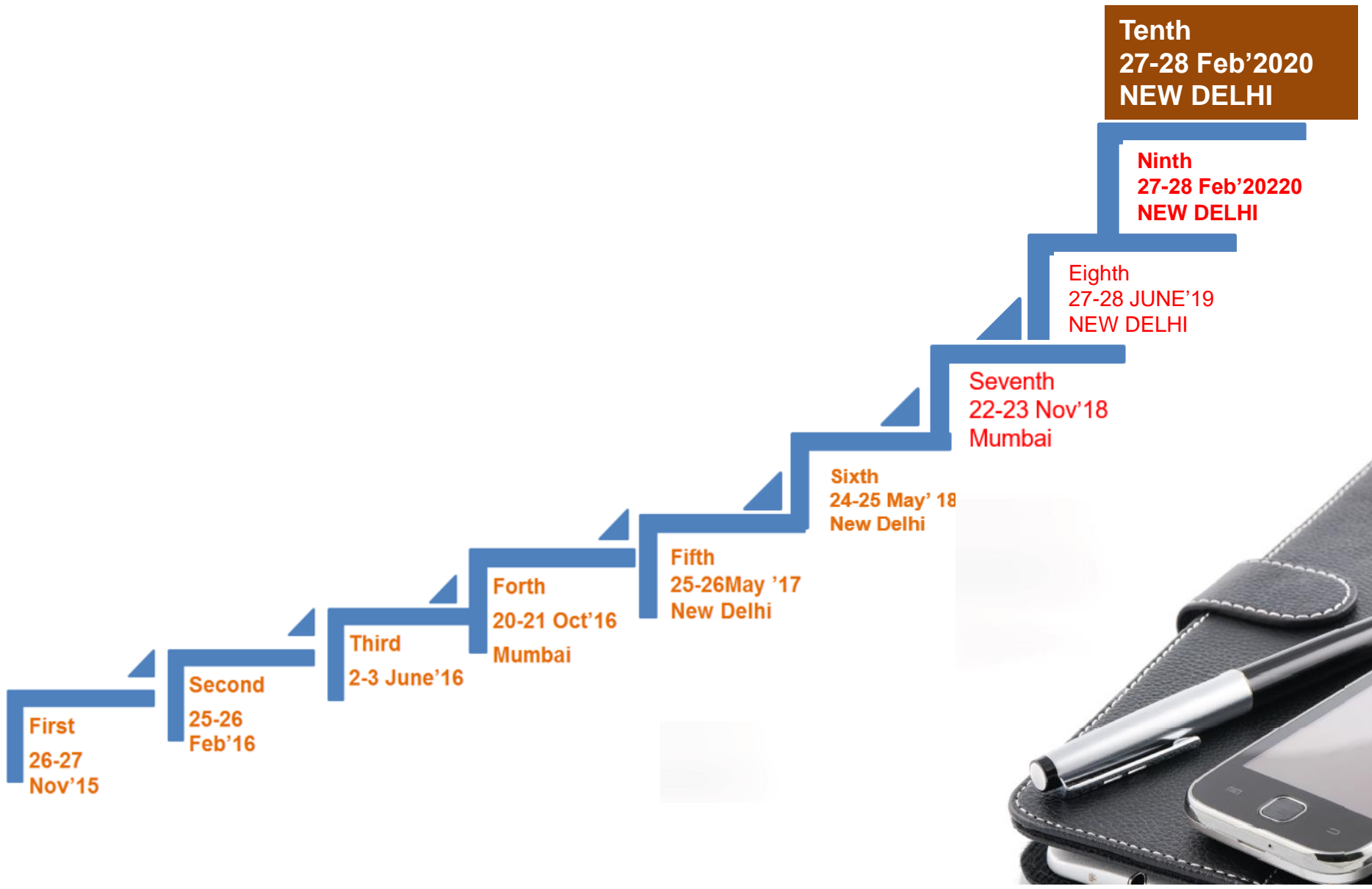
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EA Trainees at AIMA office, Lajpat Nagar

Trainings in the past



Organizations Participated

| | | |
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| ABP NEWS NETWORK PVT. LTD. | National Buildings Construction Corporation Limited | |
| AIRBUS Group India | National Engineering Industries Ltd | |
| All Cargo Logistics | National Safai Karamcharis Finance & Development Corp | |
| APCO Worldwide | Nipro Glass India Pvt. Ltd. | |
| Bank of Baroda | Novozymes South Asia Pvt. Ltd. | |
| Bosch | Numaligarh Refinery Limited | |
| Catholic Syrian Bank Ltd. | Oil India Limited | |
| CDOT | ONGC Tripura Power Company Ltd. | |
| Convenient Construction & Consultancy Pvt Ltd | Philips India Limited | |
| Corning India | Rapid Metrorail Gurgaon Ltd | |
| C&S Electric | Renault Nissan Automotive India Pvt. Ltd. | |
| DCM Shriram | Reserve Bank of India | |
| DDB Mudra Private Limited | Roca Bathroom Products Private Limited | |
| Delhi Metro Rail Corporation Ltd. | SAGE Publications India Pvt Ltd. | Fresenius Kabi Oncology Limited |
| Endurance Technologies Private Limited | Sara International Pvt.Ltd | BML MUNJAL UNIVERSITY |
| Engineers India Limited | Satyajit Ray Film & Television Institute | Select Synergies And Services Pvt. Ltd. |
| Ferring Pharmaceuticals Pvt. Ltd. | Sify Technologies Limited | HUDCO |
| Fidelity Investments | Silver Skills | Modelama Exports Private Limited |
| GAIL | SKI Carbon Black (India) Pvt. Ltd. | Select Holiday Resorts Private Ltd. |
| GMR Group | SOS Children's Villages India | |
| Hannover-Re | Supreme | |
| Heubach Colour Pvt. Ltd | Security Printing and Minting Corporation of India Ltd | |
| India First Life | TATA Business Support Services Ltd. | |
| Indian Hotels Company Limited | Thales Group | |
| Indian Register of Shipping | Tata Power Company Limited | |
| Indraprastha Apollo Hospitals | The Gem & Jewellery Export Promotion Council | |
| Institute of Chartered Accountants of India | Institute of Company Secretaries of India | |
| Jacobs Engineering India Pvt Ltd | The Oberoi Udaivilās | |
| JSW Energy | UFLEX | |
| Light Ray Advisors LLP | UTTAM SUCROTECH | |
| Mahindra Defence Systems Limited | VLCC Wellness Health Care Ltd. | |
| Max Life Insurance Co. Ltd | William E Connor & Associates Sourcing Pvt Ltd | |
| MetLife Global Operations Support Center Pvt Ltd | YES BANK Limited | |
| MRPL | YUM | |
| Multiples Alternate Asset Management Pvt. Ltd. | Zee Entertainment Enterprises Ltd | |
| | Zuari Global Ltd | |



Profile of the Participants

Additional Senior Officer - Steno
Admin Manager
Administrative Assistant
Assistant Director
Assistant Director, Directorate of
Professional Devp & Perspective Planning
Assistant Executive
Assistant Finance
Assistant Manager
Assistant Manager, Rolling Stock
Assistant Personal Secretary
Assistant to MD
Assistant to
SVP & GM – India & Asia
Asst. Manager - Secretarial & Admin
Confidential Secretary-ED(Personnel)
Dy. Manager (H.R. & Admin.)
EA to MD
EA to Medical Director
EA to the President & MD
EA to the President and Office Manager
EA to Vice-Chairman & Managing Director
EA to VP-HR & COO
Executive Assistant
Executive Assistant – Personal Health
Executive Assistant - VP & Site Leader
(GOSC Noida)
Executive Assistant - VP Sale & Marketing
Executive Assistant & Manager Admin

Executive Assistant to AVP- Marketing
Executive Assistant to CEO & MD
Executive Assistant to Deputy MD
Executive Assistant to Director Finance &
Commercial Operations
Executive Assistant to Founders & Vice Chair
Executive Assistant to MD & CEO
Executive Assistant to SG/ Assistant Director
Executive Assistant to V.P- Commissioning
Executive Assistant
Executive Assistant, Sales Marketing
Executive Assistant, Government Banking
Executive Officer
Executive Secretary & Admin Incharge
Executive Secretary to Chairman
Executive Secretary to Director (Technical)
Junior Officer, Assistant , Sr. Vice President
(Head HR-JSWEL)
Liaisoning Officer /EA to Director
Manager ED Office
MD & CEO's Office
Office Manager
PA To CFO
PA To Chairman And Chief Creative Officer
Personal Assistant
Private Secretary (SU)
Private Secretary Gr A
Private Secretary to Director

PS Grade 'A'
Secretary & Office Admin, MD's Office
Secretary to General Manager
Secretary to GM (Commercial & Legal)
Secretary to Managing Director
Secretary to MD & CEO
Secretary to President & CEO
Secretary to Senior vice president
Senior Administrative Assistant
Senior Executive, Corporate
Senior Manager & Secretary to General
Manager (Govt. Business)
Senior Manager (EA), Marketing &
Corporate Communication
Senior Officer- HR
Specialist -EA to CFO
Sr Associate
Sr Asstt (HR)
Sr Manager
Sr Officer, MD Office
Sr Personal Assistant
Sr Staff Officer
Sr. Assistant
Sr. Executive - Administration
Sr. Executive Secretary
Sr. Steno - typist
Staff Officer
Supervisor



Participants from across India

Aurangabad

Bangalore

Bhopal

Chandigarh

Chennai

Golaghat

Gurgaon

Indore

Jaipur

Kolkata

Meerut

Mumbai

New Delhi

Noida

Numaligarh

Mangalore

Sahibabad

Thrissur

Udaipur

Vadodara







Thanks!



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