

**Title: Advance MS Office Trainer**

**Purpose:** To provide training to staff on advance MS Office with the purpose of building capacities in MS Office Domain which will help in easing work and saving time.

**Location:** Kurla, Bhandup, Govandi, Ghatkopar, Kandivali East, Kandivali West, Lower Parel, Ambadi, and Nallasopara

**Key responsibilities:**

1. To understand from team about their understanding about MS Office and areas which they would like to learn/ need help
2. To teach Advance MS-Office relevant to the workplace by providing hands on training
3. To help in resolving queries relating to MS- Office

**Time duration:** 3 hours on day of session delivery and some time for preparation

**Time Commitment:** Once a week for 2 months

**Skills and Experience Required:**

1. Excellence in MS-Office
2. Experience in teaching MS-Office is preferable though not compulsory