



مجموعة المال  
AL MULLA GROUP

REF. NO: 012

Date: April 15<sup>th</sup> 2018

## Microsoft Training Invitation for Automotive Division Staff

Training Date: April 22<sup>nd</sup> & 25<sup>th</sup> 2018

### Training Curriculum

S	Item	Details																
1	Course Code (Title)	Microsoft Outlook 2013 – <u>Basic (Part I)</u> & <u>Intermediate (Part II)</u> Level																
2	Duration	On April 22 <sup>nd</sup> (Sunday) 2018 From 9.00 AM to 1.00 PM (4 Hrs) On April 25 <sup>th</sup> (Wednesday) 2018 From 9.00 AM to 1.00 PM (4 Hrs)																
3	Aim	MS Office Training																
4	Target Person	<table border="1"><thead><tr><th colspan="4">On April 22<sup>nd</sup> (Sunday) 2018 &amp; On April 25<sup>th</sup> (Wednesday) From 9.00 AM to 1.00 PM (4 Hrs)</th></tr><tr><th>S.No</th><th>Name</th><th>E.C.No</th><th>Shop</th></tr></thead><tbody><tr><td>1</td><td>Hossam Hanini</td><td>410674</td><td>92</td></tr><tr><td>2</td><td>Yamen Adib Wehba</td><td>410822</td><td>92</td></tr></tbody></table>	On April 22 <sup>nd</sup> (Sunday) 2018 & On April 25 <sup>th</sup> (Wednesday) From 9.00 AM to 1.00 PM (4 Hrs)				S.No	Name	E.C.No	Shop	1	Hossam Hanini	410674	92	2	Yamen Adib Wehba	410822	92
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1	Hossam Hanini	410674	92															
2	Yamen Adib Wehba	410822	92															
5	No. of Participants	2 persons																
6	Venue	Training Room at Al Rai Service Center																
7	Training Method	Lecture & Practical																
8	Trainer Name	Ayesha																
9	Language	English																
10	Course Coordinator	Ayesha, Training & Development Dept., Al Rai Service Center, Direct: 22055948 Email: <a href="mailto:trainingcoordinator@almullagroup.com">trainingcoordinator@almullagroup.com</a>																
11	Deadline	Kindly confirm																

**Training & Development Dept.**