



Office Assistant

Duration: 6 Month | 1 Year | 2 Year | 3 Year

Time Period: 3 Hours | 4 Hours | Full Time

Location: Sunrise Education & Consultant & Within Gorakhpur.

Work Index of a Office Assistant:

1.	Office Administration
2.	Document Preparation and Formatting
3.	File and Record Management
4.	Data Entry and Database Management
5.	Email and Official Communication
6.	Telephone and Reception Handling
7.	Meeting and Appointment Scheduling
8.	Office Correspondence Management
9.	Printing, Scanning, and Photocopying
10.	Office Supplies and Inventory Management
11.	Report Preparation
12.	Customer and Visitor Assistance
13.	Document Filing and Archiving
14.	Time and Task Management
15.	Compliance with Office Policies
16.	Professional Communication
17.	Office Coordination and Administrative Support

Career Opportunities & Benefits After Completing a Office Assistant Internship

An **Office Assistant Internship** provides practical experience in office administration, documentation, communication, record management, and administrative support. It equips candidates with professional organizational, communication, and computer skills required to efficiently manage day-to-day office operations in government offices, private companies, educational institutions, healthcare organizations, and business enterprises.

Career Opportunities After Internship

- ✓ Office Assistant
- ✓ Administrative Assistant
- ✓ Office Executive
- ✓ Back Office Executive
- ✓ Receptionist
- ✓ Front Office Executive
- ✓ Documentation Executive
- ✓ Administrative Coordinator
- ✓ Customer Support Executive
- ✓ Freelance Administrative Assistant / Self-Employment