**About DESK**

DESK (develop excellent skills and knowledge) is a simulated workplace environment that is well trained to provide you with the skills and knowledge required for a job in business services.

Our purpose is to help people get an understanding of what the job roles will include to improve their efficiency in the business industry. DESK aims to provide you with the right services that would be recommended, by experts and our highly experienced team members, who seek to assist you to achieve your goals.

We aim to connect, advise and support businesses all for the benefit to achieve success.

We provide guidance and training in:

* General administration assistant duties such as Organising Meetings and Travel, Maintaining Records, Money Handling and Customer Service .
* Communication: both written and verbal.
* Computer knowledge: Microsoft programmes such as Excel, Work, Power Point, Publisher and any other programmes that may be necessary.

DESK hopes to meet your expectations and provide you with all the services that would help you run a successful business.

