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With 25 Years Teaching Experience Behind, The Author, M.E. Thukaram Rao, Has Dexterously Authored This Book. It Comprehensively Provides The Seekers With A Thorough Insight Of The Subject Offered To Students Of B.Com., B.B.A, B.B.M. Intermediate, Diploma Course In Office Organisation And Management, Etc. Need For Such A Book Was Felt Since Long For Want Of Any Other One Of Its Kind. A cursory Glance Through Its Contents Suffices To Convince The Teachers And The Taught That It Takes Good Care Of All That They Need.

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Section-I Concepts, Procedure, Skills & Techniques Section-Ii Conversation Skills: Some English, French, German And Hindi Communication skills

Menser Security and Detective Training Agency, Inc. (MSDTA) have amassed a wealth of knowledge and experience in the field of security. A former Law Enforcement Officer, Detective James D. Menser Sr. Ph.D, President and C.E.O. of Menser Security founded the organization and Detective Training, Inc., comes from a long history of undercover operations security enforcement. Detective Menser was first introduced to security in 1973 where he performed as a store detective. Due to his success, he gained employment at larger agencies providing additional responsibility, a wealth of knowledge and the inner workings of security. Menser has personally experienced every capacity of security from actual security guard service to middle

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