

**Online Session on  
How to enhance productivity using MS office 365?  
Monday, December 13, 2021 – 04:00 PM**

**Programme Flow**

<b>Timing (Hrs)</b>	<b>Programme</b>
16:00 to 16:05	<b>Welcome Address</b> Mr Juzar Khorakiwala, President, IMC Chamber of Commerce and Industry
16:06 to 16:10	<b>Introductory Address</b> Dr Pradeep Pendse, Co-Chairman, IMC Digital Technology Committee
16:10 to 17:30	<b>Session on How to enhance productivity using MS office 365?</b> Dr Nitin Paranjpe, Founder CEO, MaxOffice Services Pvt. Ltd.
17:31 to 17:55	<b>Question and Answer Session</b>
17:55 to 18:00	<b>Vote of Thanks</b> Mr Hareesh Tibrewala Chairman, IMC Digital Technology Committee

**Join Zoom Meeting**

<https://zoom.us/j/96306843256?pwd=b2xoNTNGUEFMTGdTejl4MDAvWHdrQT09>

**Meeting ID: 963 0684 3256**

**Passcode: Product@36**