



## A Guidebook of Business Templates, Forms and Tools: First Edition (Paperback)

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By Zakir Ahamed

Lulu Publishing Services, United States, 2014. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.A guidebook of business templates, forms and tools is a concise collection of over 80 commonly occurring business templates and forms that covers a wide range of topics including project management, human resource management, resumes and interviews, lean and six sigma, meetings and workshops, general management and procurement. This book is an indispensable reference guide for today's global business professional. Zakir Ahamed is a Six Sigma Master Black Belt and a MSc in Management Science and Operational Research from Warwick Business School. Zakir has extensive international experience working in a variety of roles in project management, process improvement, general management, marketing, entrepreneurship and consulting in Asia, Europe and North America.



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