



## Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

**NTOKOZO ZODWA PHOSWA**

### Course Modules

Receptionist Overview • Greeting and Welcoming Guests • Meeting Visitors Procedures • Being a Kind Host • Maintaining Workplace Security • Handling Telephone Calls • Making Appointments • Filing and Maintaining Records • Sorting and Distributing Mail • Ad-Hoc Administrative Duties • Making Travel Plans

\_\_\_\_\_  
DATE

A handwritten signature in black ink, appearing to read "Phoswa", written over a horizontal line.

SIGNATURE  
EduCourse Director