



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

NONHLANHLA PRECIOUS MALWANE

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

SIGNATURE
EduCourse Director