



# RECEPTIONIST - INTRODUCTION CERTIFICATE

PROUDLY PRESENTED TO

**LUNGILE NTOMBISIBILI MHLONGO**

*Online Modules Completed*

◦ Receptionist Overview ◦ Greeting and Welcoming Guests ◦ Meeting Visitors Procedure ◦ 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



A Proudly South African e-Learning Centre  
[www.educourse.co.za](http://www.educourse.co.za)

29 July 2025

DATE

EduCourse Online Learning

AWARDED BY

IDENTITY NUMBER

8807180488082