



132DFF571-12D7478F2-34070E4

SCAN CODE TO VERIFY



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

NONTYATYAMBO QWESHA

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

11 July 2025

DATE

A handwritten signature in black ink, appearing to be "D. K. Qwasha", written over a horizontal line.

SIGNATURE

EduCourse Director

9207270560081