



14AD64A16-14AD5B035-13950D207

SCAN CODE TO VERIFY



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

WILLIAMS

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

10 August 2023
DATE

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

SIGNATURE
EduCourse Director