



14B318B09-14B23590A-13F095DD4

SCAN CODE TO VERIFY



## Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

**ANDILE GIFT MASINGI**

### 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

14 October 2023

DATE

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

SIGNATURE

EduCourse Director