



1570DBD73-156FF8B74-14AE5B366

SCAN CODE TO VERIFY



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

ZWANE

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

22 September 2024

DATE

A handwritten signature in black ink, appearing to read "D. M. M.", positioned above a horizontal line.

SIGNATURE

EduCourse Director