



1572CB465-1571E5F3E-14B048730

SCAN CODE TO VERIFY



## Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

**TSHOLOFELO SHALE**

### 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

24 October 2023

DATE

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

SIGNATURE  
EduCourse Director