



## Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

**PAMELA**

### 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

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DATE

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

SIGNATURE  
EduCourse Director