



73375437E4-73374605E5-14B22E5D5

SCAN CODE TO VERIFY



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

NTOKOZO ZODWA PHOSWA

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

29 October 2023

DATE

A handwritten signature in black ink, appearing to read "Phoswa", written over a horizontal line.

SIGNATURE

EduCourse Director