



734F691490-734F689DD7-7343410A29

SCAN CODE TO VERIFY



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

LUNGILE THANDEKA MHLONGO

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

9 June 2024

DATE

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

SIGNATURE

EduCourse Director