



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

ZANDILE

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

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SIGNATURE
EduCourse Director