



75A3B2C47E-75A3B24DC5-75979875B7

SCAN CODE TO VERIFY



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

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

15 January 2025

DATE

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

SIGNATURE
EduCourse Director