



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

SANELISIWE SWEETNESS HLONGWANE

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

26 June 2025
DATE


SIGNATURE
EduCourse Director