



77DFA8E2FE-77DF9AB0A5-75BB0FBE97

SCAN CODE TO VERIFY



Receptionist Introduction - Certificate

PROUDLY PRESENTED TO

LUNGILE NTOMBISIBILI 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

30 July 2025

DATE

A handwritten signature in black ink, appearing to read "Lungile Mhlongo", positioned above a horizontal line.

SIGNATURE

EduCourse Director

8807180488082