SCAN CODE TO VERIFY

OFFICE ADMINISTRATION INTRODUCTION

PROUDLY PRESENTED TO

DAZREEKHAMBULE

Online Modules Completed

◦ Introduction to Office Administration ◦ South African Business Environment ◦ Office Administration Technology and Tools ◦ Communication Skills ◦ Time Management and Productivity ◦ Office Administrative Procedures ◦ Financial Administration Basics ◦ Human Resources Administration ◦ Legal Considerations ◦ Event Planning and Coordination

3 March 2025

DATE

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