



73557D054D-73556ED412-7343BA5878

SCAN CODE TO VERIFY



## Office Administration Introduction

PROUDLY PRESENTED TO

**KERISHKA NAICKER**

### Course Modules

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

4 May 2024

DATE

A handwritten signature in black ink, appearing to read "R. Naicker", written over a horizontal line.

SIGNATURE

EduCourse Director