



# Virtual Assistant Training Certificate

PROUDLY PRESENTED TO

**ADORABLE MTSHIZA**

## Course Modules

- Introduction to Virtual Assistance
- Essential Skills for Virtual Assistants
- Tools and Technologies
- Communication and Professionalism
- Task Management and Productivity
- Working with Different Platforms
- Problem-Solving and Decision Making
- Career Development for Virtual Assistants

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
SIGNATURE  
EduCourse Director