



Virtual Assistant Training Certificate

PROUDLY PRESENTED TO

KEZIAH FORBES-HARDING

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

18 June 2025
DATE

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SIGNATURE
EduCourse Director