



Virtual Assistant Training Certificate

PROUDLY PRESENTED TO

KHESWA

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

21 February 2025
DATE

A handwritten signature in black ink, appearing to be "D. M. ...", written over a horizontal line.

SIGNATURE
EduCourse Director