



# Virtual Assistant Training Certificate

PROUDLY PRESENTED TO

**JAKIM MAFIKA**

## 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

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DATE

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

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SIGNATURE  
EduCourse Director