



# Virtual Assistant Training Certificate

PROUDLY PRESENTED TO

**JOHNNY MACHEDI**

## 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 April 2026**

DATE

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

SIGNATURE

EduCourse Director