



kenyan college

NAIROBI

DIPLOMA

Name *Beatrice A. Odero*

has undergone a course of training in
Telephone Operator/Receptionist:
Reception Procedures, Telephone Theory, Telephone
Techniques, Communication Skills, Switchboard
Techniques, Reports Filing & Forms, Letter writing,
Records.

and has attained the standard shown below at

an examination held by the Institution

on *13th June, 2006*

Distinction

In Testimony whereof, we have affixed

our Signature & Seal



This *18th* *day of August, 2006*



[Signature]
.....
Co-ordinator Signature

[Signature]
.....
Principal's Signature

This Certificate is issued without any alteration or erasure whatsoever
Kenyan College. P.O. Box 30535. Tel: 224176, Lagos Road, Nairobi.