

## Certificate in Front Office/ Reception



**Develops skills to handle Front Office/ Reception**

**Certificate by NSDC/LIHM**  
+  
**LIHM Certificate in Basic Employability Skill**  
+  
**Skill focussed workshops**  
+  
**Guaranteed 1 month Industrial Training**  
+  
**Free Books**  
+  
**100% Placement assistance**

**Duration : 3 months**

**Eligibility :** Minimum age 16 years, Passion to work in Hospitality Industry & Good Communication

### **Course Content**

- Front Office Operations (Theory)
- Front Office Operations (Practical)
- Hygiene, Sanitation and Safety
- Communication & Personality Development
- 1 Month (200 hours) guaranteed Industrial Training

**Employment Opportunity:** As a Front Office Assistant/ Receptionist/ Customer Care Executive with Hotels, Corporate Houses, Retail Stores, Airlines, Telecom companies & BPO.

**Progression to Diploma / BBA - HM**