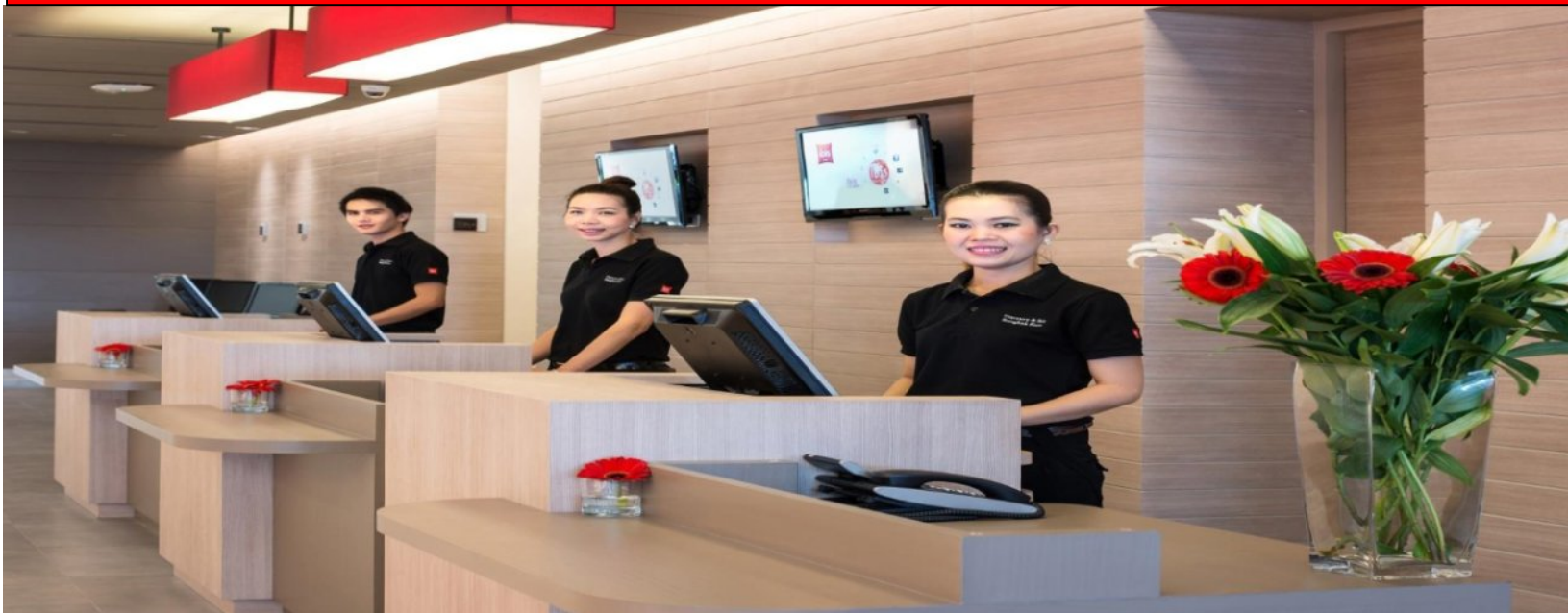




# Certificate in Front Office



## Develops skills to handles Front Office\Reception

Certificate by PMKVY

+

LIHM Certificate in Basic Employability Skill

+

Skill focused workshops

+

Free Books

+

100% Placement assistance



**Duration:** 2 months

**Eligibility:** Minimum age 18 years, Passion to work in Hospitality Industry.

### Course Content

- Front Office Operational (Theory)
- Front Office Operational (Practical)
- Hygiene, Sanitation and Safety
- Communication & Personality Development

**Employment Opportunity:** As a front office Assistant\Receptionists\Customer Care Executive with Hostels, Corporate Houses, Retail Stores, Airlines, Telecom companies & BPO.