



## **Certificate of Achievement**

Congratulations!

## Ankush mishra

for successfully completing

Telephone Etiquette

a course that covers

Objectives | First Impression | Guidelines for Telephone Etiquette | Do's and Don'ts of Telephone Etiquette | Phrases for Making and Receiving Phone Calls | Taking Messages | Placing a Call on Hold | Voice Mail Etiquette

Start Date: 30 Jul 2023 End Date: 05 Aug 2023

Mchul Mchta

## Mehul Mehta

Global Delivery Head - TCS iON, Tata Consultancy Services

