

# Certificate of Achievement

Congratulations!

**DHANUSH L**

for successfully completing  
**Introduction to Soft Skills**  
a course that covers

Objectives | Importance of Soft Skills | Acquiring Soft Skills |  
Difference between Hard and Soft Skills

Start Date: 07 Sep 2023

End Date: 07 Sep 2023

*Mehul Mehta*

**Mehul Mehta**

Global Delivery Head - TCS iON,  
Tata Consultancy Services



**CERTIFIED**

Cert ID: 66790-25064689-1016  
Date: 07 Sep 2023

# Certificate of Achievement

Congratulations!

**DHANUSH L**

for successfully completing  
**Presentation Skills**  
a course that covers

What is a Presentation? | The 5 Ws for a Presentation | How to Prepare Effective Slides? |  
Do's and Don'ts of Creating a Presentation | Do's and Don'ts of Presenting a Presentation |  
Handling Questions

Start Date: 07 Sep 2023

End Date: 07 Sep 2023

*Mehul Mehta*

**Mehul Mehta**

Global Delivery Head - TCS iON,  
Tata Consultancy Services



**CERTIFIED**

Cert ID: 66756-25064689-1016  
Date: 07 Sep 2023

# Certificate of Achievement

Congratulations!

**DHANUSH L**

for successfully completing  
**Resume Writing and Cover Letter**  
a course that covers

Resume Writing | Importance of a Resume | Structure of a Resume | Do's and Don'ts while Creating  
a Resume | Do's and Don'ts of Presenting a Cover Letter

**Start Date: 07 Sep 2023**

**End Date: 07 Sep 2023**

*Mehul Mehta*

**Mehul Mehta**

Global Delivery Head - TCS iON,  
Tata Consultancy Services



**CERTIFIED**

Cert ID: 66792-25064689-1016  
Date: 07 Sep 2023

# Certificate of Achievement

Congratulations!

**DHANUSH L**

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: 07 Sep 2023

End Date: 07 Sep 2023

*Mehul Mehta*

**Mehul Mehta**

Global Delivery Head - TCS iON,  
Tata Consultancy Services



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Cert ID: 66788-25064689-1016  
Date: 07 Sep 2023

# Certificate of Achievement

Congratulations!

**DHANUSH L**

for successfully completing  
**Communication Skills**  
a course that covers

Importance of Communication | Process of Communication | Barriers to  
Communication | Non-Verbal Communication | Verbal Communication |  
Effective Communication

Start Date: 07 Sep 2023

End Date: 07 Sep 2023

*Mehul Mehta*

**Mehul Mehta**

Global Delivery Head - TCS iON,  
Tata Consultancy Services



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Cert ID: 91306-25064689-1016  
Date: 07 Sep 2023