

TRAINING FOR SMALL BUSINESS

This is to certify that

Sylvie Eymen

*has successfully completed a comprehensive course of
instruction and assignments on*

BUSINESS OFFICE SKILLS

*Comprising 8 sessions covering setting up an efficient office system, accounts payable,
accounts receivable, administration, wages, basic New Zealand commercial law,
payroll administration and Inland Revenue Department
returns - PAYE and GST.*



BETTER SKILLS • BETTER JOBS • BETTER BUSINESS

14 November 2012

Date

Director

NZQA Registered, Accredited & Approved