



Career Essentials in Administrative Assistance by Microsoft and LinkedIn

Learning Path completed by Mohammad Rahighi
Oct 21, 2023 at 12:32PM UTC • 11 hours 46 minutes

Top skills covered

Microsoft 365

Business Communications

Administrative Assistance

Head of Content Strategy, Learning



Certificate ID: 2ba09a73cedbe5528a11815efcf072daef46d34a0e67ab994d64c00e7f1dd626



Administrative Professional Foundations

Course completed by Mohammad Rahighi
Oct 18, 2023 at 10:27AM UTC • 44 minutes

Top skills covered

Administrative Assistance

A handwritten signature in black ink that reads "Dan Bodnity".

Head of Content Strategy, Learning



Certificate ID: 22d4b215efdca074dd2087288cbb673999fb126e54998c2644f0603a8c4c5218



Administrative Professional Tips

Course completed by Mohammad Rahighi
Oct 18, 2023 at 10:50AM UTC • 3 hours 2 minutes

Top skills covered

Administrative Assistance

A handwritten signature in black ink that reads "Dan Brodnitz".

Head of Content Strategy, Learning



Certificate ID: 607f88e2495537cc23862a20ea608f4f5e60d3762751c665d55c3938abcea42e



Communication Foundations

Course completed by Mohammad Rahighi
Oct 18, 2023 at 10:59AM UTC • 1 hour 16 minutes

Top skills covered

Communication

Head of Content Strategy, Learning



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Program: PMI® Registered Education Provider
Provider ID: #4101
Activity #: 4101AO4P8M
PDU/ContactHours: 1.25
Certificate ID:
0c8a716b787e526765181ad3aed2dc153f5ce87bd738b36bfcbb0b8ed873681





Getting Started with Microsoft 365

Course completed by Mohammad Rahighi
Oct 18, 2023 at 11:09AM UTC • 55 minutes

Top skills covered

Microsoft 365

A handwritten signature in black ink that reads "Dan Brodnitz".

Head of Content Strategy, Learning



Certificate ID: ac26c072050a2c627dddc71fe899e9e139eb3ed020395f0b81b5b0fd2ab0b231



Optimizing Your Work with Microsoft 365

Course completed by Mohammad Rahighi
Oct 13, 2023 at 04:46PM UTC • 1 hour 45 minutes

Top skills covered

Microsoft 365

A handwritten signature in black ink that reads "Dan Brodnitz".

Head of Content Strategy, Learning



Certificate ID: 4d2b09a31967bae22b12aa11230e18f5792f07ae220d00b034b5590397470762



Collaborating with Microsoft 365

Course completed by Mohammad Rahighi
Oct 13, 2023 at 04:18PM UTC • 48 minutes

Top skills covered

Microsoft 365

Teamwork

A handwritten signature in black ink that reads "Dan Brodnitz".

Head of Content Strategy, Learning



Certificate ID: 324ce165b60692a96caed0cf936eac99a400d06b2113cb88a3bdd58845c5a363



Tips for Writing Business Emails

Course completed by Mohammad Rahighi
Oct 18, 2023 at 12:11PM UTC • 35 minutes

Top skills covered

Business Communications

Email Etiquette

A handwritten signature in black ink that reads "Dan Bodnity".

Head of Content Strategy, Learning



Certificate ID: c2b9138f8320d12d3cd3d7519bec1ba857bbfb6d36f7fc01a09bf0910cece71d



Time Management Fundamentals

Course completed by Mohammad Rahighi
Oct 18, 2023 at 12:27PM UTC • 1 hour 47 minutes

Top skills covered

Time Management

Head of Content Strategy, Learning



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Program: PMI® Registered Education Provider
Provider ID: #4101
Activity #: 41018YN409
PDU/ContactHours: 1.75
Certificate ID:
bca8406a1d819eb6b9f6592f7583318d9ee161a208872e7ef756372b6ed6cc64





Note-Taking for Business Professionals

Course completed by Mohammad Rahighi

Oct 18, 2023 at 12:48PM UTC • 47 minutes

Top skills covered

Note Taking

Business Writing

Head of Content Strategy, Learning



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Program: PMI® Registered Education Provider
Provider ID: #4101
Activity #: 4101TKO00Q
PDU/ContactHours: 0.75
Certificate ID:
4995bce54ae1d1df83416fb157c3bc17ab660b69ed4779669953c1e37dbcbf1

