

This is to certify that:

Manika Mittal

has achieved the following qualification:

TQUK Level 2 Certificate in Principles of Business Administration (RQF)

Qualification Number: 603/2949/X

Awarded On: 18/08/2023

Certificate Number: 4232-10441213-383727-20230818

Training Provider: Luminate Education Group



Andrew Walker
Managing Director at TQUK

Katie Orr
Responsible Officer of TQUK

UNIT TRANSCRIPT

TQUK Level 2 Certificate in Principles of Business Administration (RQF)

is awarded to:

Manika Mittal

having successfully completed the following units:

Unit Number	Unit Title	Credit(s)	Result
F/616/8833	Principles of business document production and information management	3	Pass
M/616/8861	Principles of communication in a business environment	1	Pass
T/616/8862	Principles of developing working relationships with colleagues	2	Pass
A/616/8832	Principles of providing administrative services	4	Pass
J/616/8834	Understand employer organisations	6	Pass
A/616/8863	Principles of business administrative tasks	3	Pass
F/616/8864	Understand how to prepare text	2	Pass



Andrew Walker
Managing Director at TQUK



Katie Orr
Responsible Officer of TQUK

Award Date:
18/08/2023

To accompany Certificate Number:
4232-10441213-383727-20230818