وزارة التربية والتعليم
Ministry of Education
مدرسة التضامن الثانوية للبنات

OP111

Reception Records

Complete the "Register of Callers" from the information given bellow using today's date:

1. Hala Faisal from ABC Bank was in at 8:25 am to see the purchase manager, and left at 9:00 am.

2. Hussain Moh'd from AlAhliya University came to see the personal manager at 9:00 am and left after 35 Minutes.

3. Jaber Sami form Ithmaar Company came to see the account manager at 9:30 am and left at 10:00 am.

Register of Callers							
Date	**Caller's Name**	**Company**	**Time of Arrival**	**Seen by**	**Signature**	**Time of Departure**	**Remarks**

Done by: Mrs. Shaikha AlFudhala

LIVEWORKSHEETS