



AAROHI SONI

RECEPTIONIST

CONTACT



8957460539



Sethaaruhi304



CRK school madhuwan vatika
chandpur varanasi.

SKILLS

Good communication skills

Good management

Telly

Time Management

Good presentation skills

ABOUT ME

"As a detail-oriented and organized professional with experience in receptionist and enquiry roles, I excel in providing top-notch customer service, managing administrative tasks.

EDUCATION

2021-2024

Mahatma Gandhi kashi Vidyapeeth

Bachelor of arts

10th(78%)

Samta IC Sagahat Rohaniya varanasi

12th(69%) Rajkiya balika inter College

maldahiya varanasi

WORK EXPERIENCE

Receptionist

Gitanjali Enterprises

2021

- 6 month experience in Gitanjali Enterprises as receptionist.

Railway Enquiry Staff

Banaras railway station

2021-2023

- 1.5 year experience in banaras railway station as an Enquiry Staff.

Receptionist

Fitness Magic Gym

2023

- 6Month experience in Fitness Magic Gym

Receptionist cum accountant

Sun creation

2024-2025

- 1.5 year experience in Sun Creations as Receptionist cum accountant.