

# Amrita Kunwar

Aspiring **Receptionist**

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**Address:** Kharendrapur, Shivraj-4, Kapilvastu  
**Nationality:** Nepali  
**Languages Known:** Nepali, Hindi, English

CAREER VISION

As a dedicated receptionist with one year of experience, I aim to expand my skills and contribute to a dynamic organization. My goal is to provide excellent customer service, support efficient office operations, and create a welcoming environment for clients and staff. I'm eager to enhance my administrative abilities and leverage my passion for communication and organization in a growth-oriented role.

PROFESSIONAL EXPERIENCE

Assistant Receptionist | Jul 2022 – Jun 2023

Hotel Sai Aman, New Bus Park, Butwal, Rupandehi

- Greeted guests upon arrival, ensuring a warm and welcoming atmosphere while providing information about hotel amenities and services.
- Assisted with check-in and check-out processes, including verifying guest information, issuing room keys, and processing payments.
- Answered and directed incoming phone calls, handling guest inquiries, reservation requests, and general hotel-related questions.
- Managed guest bookings, modified reservations, and provided recommendations for local attractions, dining options, and services.
- Coordinated with housekeeping and maintenance departments to ensure timely resolution of guest requests and room preparation.

EDUCATION

Shree Samayathan Higher Secondary School | 2012

SLC (10th Pass) with 50% score

SOFT SKILLS

My Key Strengths and Skills

- Clear and professional communication
- A commitment to excellent service
- Time Management
- Adaptive in dynamic situation
- Attention to detail
- Collaboration with colleagues

DECLARATION

I hereby declare that the information provided in this CV is true and accurate to the best of my knowledge. I understand that any false information may lead to the rejection of my application or dismissal from employment.