



Receptionist

Duration: 6 Month | 1 Year | 2 Year | 3 Year

Time Period: 4 Hours | Full Time

Location: Sunrise Education & Consultant & Within Gorakhpur.

Work Index of a Receptionist:

1.	Front Desk Management
2.	Visitor Handling & Appointment Scheduling
3.	Telephone Call Management
4.	Customer Interaction & Support
5.	Guest Registration & Record Management
6.	Email & Communication Handling
7.	Office Coordination & Handling Customer Queries
8.	Maintaining Visitor Records
9.	Managing Incoming & Outgoing Communication
10.	Data Entry & Documentation
11.	Maintaining Professional Workplace Etiquette
12.	Supporting Administrative Activities
13.	Providing Information & Assistance to Visitors
14.	Daily Reporting and Task Management

Career Opportunities & Benefits After Completing a Receptionist Internship

A **Receptionist Internship** provides practical knowledge, real-world workplace experience, and professional front office management skills that prepare candidates for successful employment in both public and private sectors. After completing the internship, candidates become capable of managing visitor handling, telephone communication, appointment scheduling, customer interaction, office coordination, and basic administrative tasks efficiently. The internship also improves communication skills, confidence, professional etiquette, computer handling abilities, and workplace management skills, making candidates job-ready for various receptionist and office administration roles.

Career Opportunities After Internship

- ✓ Receptionist
- ✓ Front Office Executive
- ✓ Customer Service Executive
- ✓ Guest Relations Executive
- ✓ Office Assistant
- ✓ Administrative Assistant
- ✓ Front Desk Coordinator
- ✓ Client Relationship Executive
- ✓ Hospitality Receptionist
- ✓ Self-Employment / Front Office Support Services