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SALINA RAI

CONTACT

+971506348319
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Rolla Street, Dubai

EDUCATION

BBS

Reliance College
2nd year

+2 | Intermediate

Reliance International Academy
2022

SEE

Sagarmatha Educational Academy
2020



PROFILE

I have completed +2 from Reliance International Academy. I have experience as a receptionist in a private company. I have good interpersonal skills and am keen and very willing to learn and develop new skills. Known for a professional attitude, excellent communication, and a warm welcoming presence.



WORK EXPERIENCE

Receptionist

Orbit Cosmolink Pvt.Ltd.

July, 2022 to April, 2025

- Operated the front desk and served as the first point of contact
- Handled appointment booking, call transfer, and visitor log maintenance
- Checked and responded to emails to ensure smooth communication.
- Assisted with basic admin tasks and document organization.
- Kept the receptionist area tidy and welcoming at all times.

Core Skills

- Front Desk management
- Multiline phone Handling
- Visitor and Appointment Coordination
- Office Administration And Filing
- Ms office(word, Excel)
- Time Management & Multitasking
- Customer Service & Communication
- Fluent in English, Nepali & Hindi
- Team Coordination & Problem solving