



Sania Salmani

EXPERIENCE

May 2024 - June 2025

Front Desk Executive Rk Associates And Hoteliers Pvt Ltd | New Delhi

- Greeted and welcomed customers in a friendly manner.
- Answered incoming calls and provided information about services and products.
- Scheduled appointments for clients and customers.
- Maintaining outgoing and incoming couriers.
- Maintain the decorum of reception.
- Handle incoming and outgoing calls.
- Managed bookings of conference rooms or other facilities.
- Organized incoming mail, packages, and deliveries promptly.
- Monitored visitor access to secure areas of the building.
- Provided administrative support to staff members.
- Coordinated with various departments to ensure smooth operations.
- Drafted and managed emails for inventory requirements and operational communications to support seamless office operations.

July 2023 - January 2024

Client Relationship Manager Xico India Pvt Ltd | New Delhi

- Developed and maintained relationships with clients to ensure customer satisfaction.
- Identified new business opportunities through research and analysis of client needs.
- Maintained accurate records of client interactions and transactions.

EDUCATION AND TRAINING

July 2023

Bachelor of Arts | Humanities

College Of Vocational Studies, New Delhi

- Completed graduation by first division

May 2020

Associate of Arts | Humanities

Govt Girls Senior Secondary School Sector 5, New Delhi

- Completed senior secondary school by 93 percentage!

May 2018

High School Diploma

National School Of Open Learning

- Completed high school diploma by 6.4 cgpa

LANGUAGES

- Hindi, First Language
- English, Upper Intermediate B2

LANGUAGES

Hindi: First Language

English:

C1

Advanced

 New Delhi 110062

 9310135570

 salmanisania183@gmail.com

SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

- Meeting Coordination
- Problem-solving skills
- Guest Relations
- Communication skills
- Computer skills
- Self motivated
- Empathetic listener
- Good verbal and written communication
- Adaptability
- Confidence
- Willingness to learn
- Administrative support
- Email communication management
- Team collaboration
- Multi-task management
- Problem resolution
- Event planning
- Adaptability to change
- Filing and sorting
- Customer assistance and interaction
- Telephone etiquette