

SNEHA NARANG



Profile

Motivated and detail-oriented undergraduate student pursuing a degree in English Honors with a strong foundation in communication, administration, and languages. Eager to contribute to a professional environment that encourages growth and learning.

Work Experience

Creative Group LLP, Chattarpur

Front Desk Executive / Admin

- Manage front office operations and handle day-to-day administrative responsibilities
- Greet visitors and clients with professionalism, ensuring a welcoming and courteous environment
- Demonstrate strong front desk etiquette, including phone handling, guest coordination, and first-contact communication
- Maintain daily attendance records for over 100 employees with accuracy and confidentiality
- Coordinate communication between clients and internal departments for efficient workflow
- Schedule and facilitate interviews, managing candidate interactions and logistics
- Provide administrative support in documentation, calendar management, and visitor handling

2024 –
Present

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 Mehrauli, New Delhi-110030

Education

BA English Hons. Present
Delhi University

Senior Secondary 2022
Masonic Public School, Vasant kunj

Secondary 2020
Masonic Public School, Vasant Kunj

Expertise

- MS Office (Excel, Word, PowerPoint)
- Communication (Verbal & Written)
- Multitasking & Time Management
- Teamwork & Collaboration

Language

Hindi – Native

English – Fluent

Spanish – Intermediate (B2 Level)

Instituto Hispania, Hauz Khas, Delhi