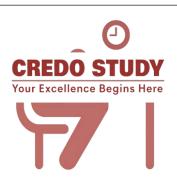
### **CREDO STUDY**

Your Excellence Begins Here
Udyam Registration No.: UDYAM-UP-37-0020086

(Registered under Government of India)



### ONLINE INTERVIEW INVITATION LETTER

Date: 06 /12/2025

To,

Miss Sangita Kushwaha Mobile: 8707322119

#### Dear Sangita,

Thank you for showing interest in the position of **Online Receptionist** at **CREDO STUDY**. We are pleased to inform you that you have been **shortlisted for the Online Interview Round**.

Your interview will be conducted online (via **WhatsApp Call / Google Meet / Phone Call** ) as per the details given below:

### **INTERVIEW DETAILS**

Position: Online Receptionist Interview Mode: Online Interview Date: 07/12/2025

Interview Time: 2:30 PM to 2:45 PM

Platform: Google Meet

Interviewer: CREDO STUDY HR Panel with Shruti Kumari ( A MEMBER OF CREDO STUDY

**INTERVIEW PANEL)** 

# DOCUMENTS REQUIRED (ONLINE SUBMISSION)

- Aadhaar Card / PAN Card (ID Verification)
- Updated Resume (if available)
- Recent Passport Size Photo
- Educational Details
- Any Experience / Training Certificate (optional)

### INSTRUCTIONS FOR ONLINE INTERVIEW

- Ensure your mobile network and internet connection are stable.
- Sit in a guiet and disturbance-free environment.
- Keep your camera & microphone working (if using video mode).
- Maintain professional behaviour and communication.
- Be prepared to answer questions related to:
  - Communication skills
  - Digital handling
  - Understanding of responsibilities
  - Availability & work timing

## **NOTE**

- This is a commission-based, part-time online position.
- This is not a permanent job.
- Training will be provided after selection.

# **Contact Details**

WhatsApp: 9044360273
Phone: 7007290379

Email: credostudy0@gmail.com

We look forward to speaking with you and wish you the very best for your interview.

NOTE: If you are unable to attend, kindly inform us in advance. Thank you.

Warm regards CREDO STUDY – Hiring Team



