
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)**

www.credostudy.com

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 quiet 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.
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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



**THANK
YOU**