

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-desk-receptionist-fresher/>

HIRING ORGANIZATION

Excellent Academy

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 4, 2026

JOB LOCATION

Kalyan

FRONT DESK RECEPTIONIST – FRESHER

BASE SALARY

INR 4000 - INR 8000

DESCRIPTION

Job Role: Receptionist

Company: Excellent Academy

Location: Kalyan

Job Type: Full-Time | Work From Office

Salary: ?4,000 – ?8,000 per month

Experience: Freshers

Qualification: 12th Pass

Contact: 8691988714

Email: excellentacademy767@gmail.com

Excellent Academy is hiring a **Receptionist** in Kalyan. Freshers can apply for this position.

Candidates who have completed **12th standard** can apply.

Eligibility and Requirements

- **12th Pass qualification**
- **Freshers can apply.**
- Candidates should be interested in a Receptionist position.

Benefits

- Flexible schedule

How to Apply

Send your resume to excellentacademy767@gmail.com or call **8691988714**.

Candidates can also apply through the job portal.