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MEANING OF RECEPTION & RECEPTIONIST. THE RECEPTION.

The Reception is an area or a room in an organization or hotel where visitors or guests are received, directed and appointments are booked.

The reception should be attractively furnished to impress the visitor.

RECEPTIONIST:- A Receptionist is a person that welcomes and directs visitors in an organization. In most cases, they are the first business contact that a person meets in an organization. Their primary ~~and~~ responsibility is to greet incoming visitors/callers, attend to them warmly, and direct them accordingly. The receptionist's appearance and manner are important in creating the right impression in the mind of the