

# AMANAT KHERA

SALES EXECUTIVE

PHONE | (+91) 9999323026  
EMAIL | amanatkhera@gmail.com  
LOCATION | New Delhi, INDIA  
EXPERIENCE | 4 Years 0 Month

## Key Skills

- Communication Skills
- Administration
- MS Office
- Customer Relationship
- Admission Counselling
- Student Counseling
- Overseas Education

## Languages

- English
- Hindi

## Profile Summary

Conscientious counselor with over five years of experience staying attentive to the needs of children, students and parents, while ensuring a welcoming, trusting environment. Enjoys creating customized plans and programs to spur educational and emotional growth.

## Work Experience

### Sales Executive

Aakash Educational Services (AESL)

05/2024 - Present

- Exceeded sales targets consistently by 20% each quarter, driving revenue growth and securing new business opportunities.

- Developed and maintained relationships with key clients, resulting in a 30% increase in client retention and satisfaction.

- Implemented effective sales strategies, leading to a 25% increase in overall sales productivity.

### Counsellor

Daffodils E Services

11/2021 - 04/2024

- Implemented new counseling techniques and strategies to effectively support over 100 clients annually, resulting in a 20% increase in client satisfaction.

- Conducted group therapy sessions for at-risk youth, leading to a 15% improvement in overall emotional well-being and a 10% decrease in behavioral issues.

- Collaborated with interdisciplinary teams to develop individualized treatment plans for clients, contributing to a 25% increase in client retention and successful program completion.

## **Admission Officer**

Campus Group Pvt Ltd

01/2019 - 08/2019

Implemented an innovative outreach strategy resulting in a 20% increase in the number of prospective student applications

Enhanced the efficiency of the admission process by implementing a new CRM system, resulting in a 15% reduction in processing time

Collaborated with the marketing team to develop targeted promotional campaigns, leading to a 25% increase in student enrollments

## **Education**

### **B.Sc - Botany**

2018

University of Delhi, Delhi

Grade - 7.432/10

### **12th**

2015

CBSE , English

Grade - 95-99.9%

### **10th**

2013

CBSE , English

Grade - 90-94.9%