

Amina

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PROFESSIONAL SUMMARY

As an accomplished professional, I bring **5+ years of experience in Ed-tech and education** in identifying prospects and converting leads into customers in assigned territory. Superior communication skills with the ability to understand client needs and close sales. for a n GirnarSoft Education Pvt. Ltd. (CollegeDekho). My background includes **teacher**, Executive to Sr. Executive for Amity University and Eastern India regain college. Also Excellent written, phone, and email communication skills. Recognized for creativity and resourcefulness in meeting and exceeding sales, revenue and profit goals.

CAREER HIGHLIGHTS

GirnarSoft Education Services Private Limited (Collegedekho.com)

Senior Executive

Gurugram
May 2022 - Till Date

- Counsel students over the phone for admissions in UG & PG Courses.
- Assist learners in forms filling for admission.
- Guide students to take admission in our partner colleges as per the assigned targets.
- Have a direct access to the colleges SPOC as & when required & help in admission conversion process. Maintain daily MIS on the calls & walk-ins (if any)

Sharma Institute.

Teacher

New Delhi
2019 - 2020

- Provided individualized instruction to students.
- Created and distributed educational content.
- Assessed and recorded student progress.
- Maintained a tidy and orderly classroom.
- Collaborated with other teachers & parents.
- Planned and executed educational activities.
- Observed and understood students' behaviour.

Vartex BPO

Executive

Delhi
July 2017 - Dec 2018

- Customer-Centric Approach: Committed to providing exceptional service and resolving customer queries promptly.
- Process Optimization: Successfully contributed to operational efficiency by implementing process improvements.
- IT Proficiency: Familiar with various IT tools and systems used in BPO operations.
- Effective Communication: Excellent verbal and written communication skills..

ACADEMIC BACKGROUND

Degree	City	College/School	Year
PTT Diploma	New Delhi	ACMT Polytechnic College , New Delhi	2019
BA	New Delhi	School of Open Learning, University of Delhi	2018
XII (CBSE Board)	New Delhi	Dr. Rajendra Prashad Sarvoday Vidyal (KV) New Delhi	2014
X (CBSE Board)	New Delhi	Lion's International School - New Delhi	2012

ACHIVMENTS

- The number of admissions to management courses was 90+, and the number of admissions to undergraduate courses was 40+.
- Five times employed of the month.
- Achieved my target more 8 times when working as a executive.
- Got promoted as Sr. executive.

LANGAUGE, SKILLS AND TOOLS

- Language - English, Hindi.
- Skills - Communication, Team Management, Lead Prospecting, Sales Closing, Retention Strategies.
- Tools - Microsoft Office, Google Tools.

INTERESTS

My favourite things to do are gyming, plantations, exploring new food joints, and cooking.

Address : Bungalow no. 5 Krishna Menon Marg New Delhi-110092