

Sahil Bella

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Seeking assignments in Sales & Marketing, Business Development, Key Account Management, admissions department and career counseling with an organization of high repute.

Career Conspectus

- **9 Years** of experience in Career counseling and guidance, admissions and education counseling and school administration management.
- Adroit in organizing the promotional activities / events and escalating business, profitability and market coverage.
- Proficient at providing value added customer service by resolving customer issues & ensuring their satisfaction with the product and the service norms.
- Proficient in developing & streamlining systems with proven ability to enhance operational effectiveness and meet operational goals within the cost, time & quality parameters.

CAREER CONTOUR

Seth Anandram Jaipuria School

Vasundhara, Ghaziabad

3rd March – Till date

Career Counsellor/Admission Manager

- Planning, designing and implementing marketing model for increasing the number of students in the school.
- Doing tie-ups with different organization to increase the foot fall.
- Organizing career fair, webinars/seminars for class III-XII.
- Conducting face – face counselling for parents and students.
- Organizing visit by industry expert.
- Database management of students.
- Doing counseling of parents for admission
- Conducting webinar for students of class III-XII.

Prometheus school

Sector-131, Noida

6th Jan 2020-6th April 2020

Admission manager

- Planning, designing and implementing marketing model for increasing the number of students.
- Doing collaboration with the Preschools in Noida, greater Noida and Ghaziabad and creating a feeder for school.
- Representing the school in different social awareness program.
- Doing collaboration with corporate for school.
- Training the school counselor for counseling.
- Doing strategic planning and partnership with society and hospital.
- Doing counseling of parents for admission

**Apeejay Group of Schools
Sheikh Sarai, New Delhi
4th June 2018-4th March 2019
Relationship Manager**

- Organizing psychometric test for classes 9 onwards students for helping them in stream selection
- Conducting seminars in the school on different entrance exam conducted by renowned universities.
- One to one counselling sessions with parents and children for choosing the career, guiding them about entrance exam and scope after completing the course.
- Conducting seminars on career after 12th.
- Counseling students about the different value added program offered by Apeejay School for their students.
- Handling the K-12 CBSE admission process.
- Meeting Business targets, following Marketing Schedules & admission schedule.
- Inquiry Generation, Database Maintenance, Reaching out to Parents.
- Handling all queries & objections by prospective students / parents.
- Organizing educational excursion for the students of Apeejay School Sheikh Saria.

**T.I.M.E. Education Pvt. Ltd.
Sector-15, Noida
2nd Jan 2015-1st June 2018
Assistant Center Manager**

- Handling a team of 2 Counselors and 8 marketing executive.
- Meeting Business targets, Following Marketing Schedules & admission schedule.
- Enquiry Generation, Database Maintenance, Reaching out to School Students / Parents.
- Handling branch walk-in and telephonic inquiries.
- Handling all queries & objections by prospective students / parents.
- Generating the walk-ins and converting the walk-ins in admissions. Doing business tie-ups.
- Managing center operations.
- Target achieved for 2 consecutive quarter.
- Managing and monitoring the operational, sales and marketing activities.

**Career Launcher Pvt. Ltd.
Nirman Vihar, New Delhi
12th September 2012-31st December 2014
Senior Counselor**

- Handling a team of 2 center counselors, 2 Tele-callers.
- Meeting Business targets, Following Marketing Schedules & admission schedule.
- Inquiry Generation, Database Maintenance, Reaching out to School Students / Parents.
- Ability in Converting calls into Admissions.
- Handling all queries & objections by prospective students / parents.

SCHOLASTICS

- Bachelor in Computer Application from I.T.S College, Ghaziabad
- Senior Secondary from Ryan International School, Ghaziabad
- High School from Ryan International School, Ghaziabad

PERSONAL DOSSIER

- Date of Birth: 11th August 1991
- Address: Pratap Vihar, Ghaziabad