

# Amanpreet Sethi

Cell: +91 9318417676

Email- [apreet.akaal@gmail.com](mailto:apreet.akaal@gmail.com)

LinkedIn: <https://www.linkedin.com/in/amanpreet-sethi473470199>

---

Energetic and creative Applicant with an innate ability to bring lesson plans to life from beyond the pages of textbooks. Also, an ambitious and optimistic person who is always willing to explore and learn.

## PROFESSIONAL SUMMARY

- A proficient 2 years of experience in Various divisions of Startup's like B2B Sales, Vendor Management, Operations, & air for adapting quickly to business environments and adopting pragmatic approach in improvising on solutions and resolving complex business issues.
- Understanding of corporates

## HIGHLIGHTS

- Communications abilities
- Ability to work well with team.
- Video Editing
- Social media marketing
- Logo Designing
- Creative and innovative
- Fast learner
- Singer
- Critical Thinker & Active Listener
- Strong analytical skills
- Team management
- Client Dealing
- Event Organizer
- Vendor Management

## EDUCATION QUALIFICATION

- GRADUATION - 2022
- 12<sup>th</sup> Standard (Commerce) – HCOS
- B.A Programme – Bharati College (University of Delhi)

## WORK EXPERIENCE SUMMARY □

ASSET DEALS, GURUGRAM, HARYANA      POSITION : TELESales EXECUTIVE      OCTOBER - DEC 2023

As Telesales Executive in Real Estate I was responsible for generating leads, making outbound sales calls, and converting potential buyers into clients. They explain property details, handle inquiries, and persuade prospects to schedule site visits. Additionally, they maintain client relationships, follow up on leads, and update CRM records. They work towards achieving sales targets, coordinate with the on-ground sales team, and stay updated on market trends. Their role requires excellent communication, negotiation, and persuasion skills to drive property sales efficiently.

JAN'24 - NOV'24 : PROCESS ASSOCIATE,  
PHANTOM MARKETING, GURUGRAM, HARYANA

**Collaboration Genpact MNC And Phantom Marketing - Process Associate**

Ensuring many processes run smoothly and in an efficient manner.

### Requirements and Skills

Genpact process associates must possess strong communication skills to effectively communicate with customers and vendors. The ability to find creative and efficient solutions to problems that arise while

carrying out their daily tasks. Possess the ability to prioritize tasks and manage their workload efficiently. Proficient in Microsoft Office and other software like “Genpact Software” related to their role. Flexible and willing to work effectively with colleagues and other departments. Primarily responsible for providing administrative support to aid in the company’s efficient running and development. Genpact process associates are responsible for entering data into the company’s systems in an accurate manner.

#### **WORK EXPERIENCE SUMMARY Jan’23 – Jan’24 : SITE OPERATION MANAGER, PLATOS, GURUGRAM, HARYANA**

Overseeing corporate & base kitchen operations to ensure compliance with food safety standards and industry regulations. Train employees in customer service skills appropriate for a variety of scenarios, including handling food or service quality complaints, coordinating daily operations of the restaurant, providing excellent food and beverage service and improving customers satisfaction as well as client. Along with this, a manager has to efficiently and accurately respond to restaurants customers’ complaints. Its to manage the team and end-to-end cafeterias solution. To maintain tech part to run the operations smoothly. Maintaining the date of each site, outlet & Food courts.

- B2B Sales, Maintain and develop the relationship & corporate.
- Understanding corporate needs and Requirements
- Worked with clients to address and respond to client and partnership management issues.
- Worked on Green light operations (Handling Operations team 4 folks working under my team, reported to me daily operations)
- Maintained daily operational reports and escalations tracker.
- Ensuring Checklist and Inventory mapping are updated and filled by the site supervisor.

#### **JAN’22 – Dec’22: SITE EXECUTIVE TRAINEE, HUNGER BOX MNC, GURUGRAM, HARYANA**

Supporting the overall operations, assisting in inventory management, including monitoring stock levels, ordering supplies, and maintaining inventory records, participating in on-the-job training programs, where experienced staff members provide guidance and mentorship, assisting in training new employees and apprentices, sharing knowledge and providing guidance on company policies and procedures, collect and analyse data related to production, quality, safety, inventory, and other key performance indicators, prepare reports summarizing data analysis, highlighting trends and areas for improvement

- 2019: SOCIAL MEDIA MARKETER (INTERNSHIP), KRIGER CAMPUS, GURUGRAM, HARYANA
- 2019: GRAPHIC DESIGNER (INTERNSHIP), BLITZ JOBS, (REMOTE MODE)
- 2023: HR/ADMINSTRATION TRANIEE (INTERNSHIP), REACH FOR PEACE, (REMOTE MODE )

**(Instagram Collaborations with Lotus Herbal, Lois Caron, Lip sense and Femystry Accessories )**

#### **PERSONAL PROFILE**

Name	: Amanpreet Sethi
Date of birth	: 19th September 2001
Marital Status	: Married
Languages Known	: English, Hindi and Punjabi