

Meghana G Herle

Results-driven professional with a strong background in sales, customer service, and relationship management.

Bangalore, Karnataka 560003
+919108129527
amy.bhat98@gmail.com

EXPERIENCE

UNext Learning, Bangalore, India — Admissions Officer

NOVEMBER 2022 - PRESENT

Sourced new sales opportunities through inbound lead follow-up, outbound calls, and emails.

Demonstrated a deep understanding of customer needs and recommended suitable educational programs.

Closed sales and consistently achieved monthly quotas.

Provided one-on-one support to students, guiding them through course selection and final documentation.

Coordinated efficient handling of applications and communications with parents of student applicants.

Amber Student, Bangalore, India — Sales Associate

NOVEMBER 2021 - OCTOBER 2022

Conducted outbound sales activities for booking student accommodations for short-term and long-term stays.

Established excellent rapport with assigned demographics, ensuring a smooth sales cycle.

Maintained a solid conversion rate and consistently achieved sales targets.

Managed various tasks related to completing bookings and consistently delivered outstanding customer service.

Collaborated within a high-performing team to achieve quarter-over-quarter and year-over-year growth.

Aptech Learning and Aviation Academy, Bangalore, India — Career Counselor

MAY 2020 - MAY 2021

Counselling on career opportunities for parents and students.

Group Lectures on Communication Skills and Self Grooming.

Customer Relationships Management.

Marketing Executive.

SKILLS

Customer Success
Management

Account Management

Relationship Building

Communication (Verbal &
Written)

Needs Assessment

Problem-Solving

Time Management

Collaboration and Teamwork

Adaptability

CRM and Microsoft Office
Suite

LANGUAGES

English , Kannada , Hindi

EDUCATION

KLE Society's S Nijalingappa College, Bangalore, India —
Bachelor's in Psychology, Journalism & English Literature

2018 - 2022

Idea WorldWide Fashion and Interior Design School,
Bangalore, India — *Diploma in Interior Designing*

2017

8.8 GPA

AWARDS

"P Lankesh Prashasthi" Nataka Vimarshe in Ranga Sourabha 2020.

Junior and Senior level Dance Exams in "Bharatanatyam" under Karnataka Secondary Education Examination Board. (2009 & 2014 respectively)

Presented papers on "Trends and Challenges in Contemporary Indian Writing" and "Role of Media in Promoting Hindi" in National Seminars 2018 and 2019

Awarded the **Best Speaker** and have won many Debates and Lecture Competitions on Prestigious platforms.

Certificate of Excellence by MES College for the successful leadership as the Cultural Secretary of the College for two consecutive years. (2015 & 2016)

Second prize winner in State Level Dance Competition organised by "Kannada Samsthe".

Awarded the "**Balya Sindura Prashathi**" by "Karnataka Kannada Samasthe". (2009)