

SUMIT GUPTA

+91 9911748407 ◇ Delhi, sg977846@gmail.com ◇

OBJECTIVE

To work in a professional, dynamic, and vibrant environment and to keep value adding to the organization that I represent and serve while concurrently upgrading my skills, knowledge, and competence.

EDUCATION

Bachelor of Commerce , Delhi University, India, Delhi	2018 - 2021
12th , CBSE, India, Delhi	2018
10th , CBSE, India, Delhi	2016

SKILLS

Technical Skills	Microsoft Excel, Microsoft Word, Microsoft PowerPoint
Soft Skills	Teamwork, Problem-solving, Analytical Thinking, Communication Skills

EXPERIENCE

Sales Specialist SANCHHAYA EDUCATION PVT LTD	October 2022 - March 2025 India, Noida
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- Worked as a Sales Specialist for the Data Science course, providing support and consultation to learners throughout their course journey.
- Regularly analysed course content to ensure it remained current and relevant; suggested updates and improvements as needed.
- Generated detailed weekly and monthly reports to track performance metrics, learner progress, and engagement.
- Prepared and maintained dashboards for internal review and decision-making based on data insights.