



# DILKHUSH SUKHWAL

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📍 F7, Fourth floor, near batla clinic,  
batla house, new delhi

## OBJECTIVE

To work in an environment which besides offering me challenging job, provide the opportunities to grow in the competitive market where I can use my competencies, Capabilities, skills, education in conjunction with organization's goal and objectives.

## SKILLS

- Strong communication skills, both verbal and written
- Proven ability to work effectively in a team-oriented environment
- Proficient in managing and analyzing data using Excel
- Experience in cold calling and email communications
- Excellent organizational and time management abilities
- Sales & Negotiation.

## EXPERIENCE

### SANGEETMAYCHINMAY

- Worked as office asistant for one year.
- Cold calling prospective students to promote music courses and generate leads.
- Managing email communications with students and addressing their queries.
- Proficient in managing Excel sheets to track student progress and manage data eefficiency.

## EDUCATION

- 10th Grade: 60.8%
- 12th Grade: 72.8%
- MLSU: B.Com - 62.5%
- Year of Graduation: 2022

### ADDITIONAL INFORMATION

- Willingness to learn and adapt to new technologies and methodologies
- Detail-oriented with a strong focus on accuracy and quality
- Highly motivated and enthusiastic about delivering exceptional results
- Fluent in English & Hindi
- Available for immediate joining.

### PERSONAL INTEREST

- Flute
- Football
- Comedy
- Reading