




ANKIT PUJARA

 BHIWANI (HARYANA)¹²⁷⁰²¹

 MOBILE +91 8368777605

 EMAIL ankpujara@gmail.com





 GITHUB github.com/ankpujara

 LINKEDIN linkedin.com/ankpujara

SUMMARY








Motivated & detail-oriented data entry executive with experience in CRM, CMS, & records management. Skilled in front-end development, database operations, & AI tools. Passionate about learning new technologies & collaborating in dynamic environments.

ACADEMIC QUALIFICATION





DEGREE	SCHOOL/INSTITUTION	BOARD/UNIVERSITY	YEAR
 BCA	IGNOU	IGNOU	PURSUING
 CSE (DIPLOMA)	Chaudhary Bansilal Polytechnic College	HSBTE	2018-2020
 SENIOR SECONDARY	Seth Kirorimal Senior Secondary School	BSEH (HBSE)	2018-2020
 SECONDARY	BR High School	BSEH (HBSE)	2018-2020

SKILLS SUMMARY

















Technical Skills

-  **Microsoft Office** – Word, Excel, PowerPoint, Outlook
-  **Database & Analytics** – DBMS Operations & Data Analytics
-  **Version Control** – Git, GitHub
-  **Programming & Web Development** – Python, HTML5, CSS3, JavaScript
-  **UI/UX Design** – Proficiency in designing user-friendly interfaces & enhancing user experiences using tools like **Adobe Illustrator**.
-  **3D Modeling & Rendring**– Ability to create detailed 3D models and visualization using softwares like **Blender**.
-  **AI & WEB-3 Technologies** – ChatGPT, Black Box, DeepSeek


Professional Skills


-  **Analytical Thinking** – I am skilled at solving problem by analysing data, identifying pattern, & making informed decisions.
-  **Creativity** – I generate innovative ideas & designs using both my creative & technical skills.
-  **Collaboration** – I work effectively with teams to achieve shared goals & ensure project success.
-  **Analytical** – I quickly adapt to new technologies, challenges, & changing environments.


EXPERIENCE | TRAININGS

COMPANY NAME	JOB ROLE	DURATION
Preety	Account Executive	April 2024 – February 2025
 Team Management	Managed a team of 4 members , assigned tasks, monitored performance, & resolved operational issues.	
 Data Management	Create & maintained Excel sheets for tracking team activities, policy details, & performance metrics.	
 Problem Solving	Identified & corrected team errors, provided support for data issues, & ensured quality control.	
 Policy Mapping & Lead ID Generation	Mapped policies for accurate lead ID generation & ensured data accuracy across systems.	
 Data Extraction & Analysis	Downloading bulk policy premium data from 30+ portals , verify details, & update missing premiums.	
 Communication Management	Monitored & responded to WhatsApp messages & emails for timely stakeholder communication.	
 Reporting & Documentation	Prepared reports on policy updates, team performance, and error resolutions.	
Shivam Support	Data Entry Executive	January 2023 – December 2023
 Data Entry & Management	Input, update, & maintain financial records in company databases (CRMs).	
 Documentation & Record-Keeping	Prepare reports & summaries from data, Ensure proper storage & backup of records.	
 Quality Control	Conduct quality checks to detect & correct errors.	
 Administrative Support	Assist with data extraction & report generation.	
 Coordination	Communicate with team members to resolve data-related issues & data management needs.	
 Compliance & Confidentiality	Follow company guidelines & data protection policies, Maintain the confidentiality of sensitive info.	
Allsoft Solutions & Services	Training	June 2019 – July 2019
 Basic App Development	Android Studio & Environment Tools I xml & Java.	
 API Integration	Worked as part of a team to develop an app that fetched data from a public API (OpenWeather API).	
 Database Management	Built a Notes app with teammates, using local storage for data management.	

CERTIFICATE | ACHIEVEMENTS

 **Godot 101-Game Engine Foundations | 2021** – Learned 2D game design & scripting.

 **HTML5 & CSS3 Fundamentals | 2019** – Built responsive web pages with modern CSS techniques.

 **Certification in HS-CIT (HKCL) | 2018** – Gained proficiency in fundamental computer operations.

CERTIFICATE

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Adaptable & collaborative professional with a **positive attitude**, eager to learn & contribute to team success.
Open to new ideas & committed to **continuous improvement** in dynamic environments.