

# ANKIT PUJARA

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## SUMMARY

Motivated and detail-oriented data entry executive with experience in CRM, CMS, and records management. Skilled in front-end development, database operations, and AI tools. Passionate about learning new technologies and 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)	2016-2017
	SECONDARY	BR High School	BSEH (HBSE)	2014-2015




## TECHNICAL SKILLS

- **Microsoft Office** – Word, Excel, PowerPoint, Outlook
- **Database & Analytics** – DBMS Operations & Data Analytics
- **Version Control** – Git, GitHub
- **Programming & Web Development** – HTML5, CSS3, JavaScript, Python
- **AI & WEB-3 Technologies** – ChatGPT, Black Box, DeepSeek

## TRAININGS | EXPERIENCE

	COMPANY NAME	WORK	DURATION
	Preety	Account Executive – Ready & Main. Data Sheets   Corr.	April <sup>24</sup> – Feb <sup>25</sup>
		Data Entry Executive – Inp. Records   Mapping   Update	
	Shivam Support	Data Entry Executive – Config Fin. Records   CRM   CMS	Jan <sup>23</sup> – Dec <sup>23</sup>
	Allsoft Soln's & Services	Intern – Android Studio & Environment Tools   xml & Java	Jun <sup>19</sup> – July <sup>19</sup>

## ACHIEVEMENTS | CERTIFICATE

-  **Godot 101-Game Engine Foundations | 2021** – Learned 2D game design and scripting.
-  **HTML5 and CSS3 Fundamentals | 2019** – Built responsive web pages with modern CSS techniques.
-  **Certification in HS-CIT (HKCL) | 2018** – Gained proficiency in fundamental computer operations.

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