ANKIT PUJARA

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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	September 2020
SENIOR SECONDARY	Seth Kirorimal Senior Secondary School	BSEH (HBSE)	July 2017
SECONDARY	BR High School	BSEH (HBSE)	April 2015

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 (Insurance Broker)	**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.

COMPANY NAME	JOB ROLE	DURATION
Shivam Support (Business Back Office Department)	**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.

COMPANY NAME	JOB ROLE	DURATION
Allsoft Solutions & Services	**Trainee**	**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** – Learned 2D game design & scripting. | **Certificate**   September 2022
- **HTML5 & CSS3 Fundamentals** – Built responsive web pages with modern CSS techniques. | **Certificate**   October 2019
- **Certification in HS-CIT (HKCL)** – Gained proficiency in fundamental computer operations. | **Certificate**   June 2018

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.