ANKIT PUJARA

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SUMMARY

Motivated and detail-oriented data entry executive with experience in CRM, CMS, and financial 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
4		Sangwan Associates (PREETY)	Account Executive – Ready & Main. Data Sheets I Corr.	April24 – Feb25
	AIA		Data Entry Executive – Inp. Records Mapping Update	April24 – Peb23
	30	Shivam Support Data Entry Executive – Config Fin. Records I CRM I CM		Feb23 – Sep23
		Allsoft Soln's & Services	Intern – Android Studio & Environment Tools I xml & Java	Jun19 – July19

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.