




# 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	<a href="#">PURSUING</a>
 CSE (DIPLOMA)	Chaudhary Bansilal Polytechnic College	HSBTE	<a href="#">2018-2020</a>
 SENIOR SECONDARY	Seth Kirorimal Senior Secondary School	BSEH (HBSE)	<a href="#">2018-2020</a>
 SECONDARY	BR High School	BSEH (HBSE)	<a href="#">2018-2020</a>

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