


# ANKIT PUJARA

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## SUMMARY

Motivated and detail-oriented professional with proven experience in data entry, CRM, CMS, and records management. Recognized for accuracy, efficiency, and a strong commitment to maintaining data integrity. Adept at adapting to new systems quickly and contributing effectively in collaborative, fast-paced work 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 Tools Suite** – Proficient in Microsoft Word, Excel (formulas, formatting & data handling), PowerPoint, Outlook & Teams
- **Database Management** – Skilled in DBMS operations, including data entry, analytics, and maintaining accurate digital records
- **Business Applications & Platforms** – Experienced with CRM and CMS tools for managing customer data, content updates, & workflows
- **Collaboration & Communication Tools** – Proficient in email handling, E-forms, & collaboration tools; skilled in task tracking & reporting
- **Design & Presentation** – Ability to create visually appealing documents and presentations; basic experience with Adobe Illustrator
- **File & Document Handling** – Efficient in organizing, formatting, and managing digital files and documents across various platforms
- **Technical Adaptability** – Quick to learn and apply new digital tools; familiar with AI platforms like ChatGPT, Gemini, Copilot, and Meta AI


### Professional Skills

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

## EXPERIENCE | TRAININGS

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