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** – Python, HTML5, CSS3, JavaScript
- **AI & WEB-3 Technologies** – ChatGPT, Black Box, DeepSeek

EXPERIENCE | TRAININGS

	COMPANY NAME	WORK	DURATION
	Preety	**Account Executive** – Ready & Main. Data Sheets l Corr.	April24 – Feb25
		Data Entry Executive – Inp. Records l Mapping l Update	
	Shivam Support	**Data Entry Executive** – Config Fin. Records I CRM I CMS	Jan23 – Dec23
	Allsoft Soln's & Services	**Intern** – Android Studio & Environment Tools I xml & Java	Jun19 – July19

CERTIFICATE | ACHIEVEMENTS

- **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.