

ANKIT PUJARA

 East Delhi (DELHI)¹¹⁰⁰⁹⁴

 MOBILE +91 8368777605

 EMAIL ankpujara@gmail.com

 GITHUB github.com/ankpujara

 LINKEDIN linkedin.com/ankpujara

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 – 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 various channels , 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.