

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	– 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.