



ANKITA

📍 FARIDABAD, INDIA 121002

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PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Hardworking and passionate job seeker with strong organizational skills and ready to help team achieve company goals.

SKILLS

- **Team Lead**
- **Good at Negotiation & Product demonstrations**
- End-to-end delivery of projects
- Client Relationship Management
- Reporting and Documentation
- Data Management
- Friendly, Positive Attitude
- Good communication skills
- Team Management
- Reliable & Trustworthy
- **Customer Support & Service**
- **Strong Work Ethic**
- **Works well in high pressure environment**
- **Project Coordination**

EXPERIENCE

DATA LAKE OFFICER, 07/2021 - 03/2022

NHAI-RO, PATNA, INDIA

- Monitoring road projects and handling of the data using data lake software and also interaction with NHAI public implementation units of Bihar
- Customer interaction regarding queries related to sales, with software
- Organized and detail-oriented with a strong work ethic
- Participated in team projects, demonstrating an ability to work collaboratively and effectively.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Self-motivated, with a strong sense of personal responsibility.
- Developed and maintained courteous and effective working relationships.
- Passionate about learning and committed to continual improvement.
- Strengthened communication skills through regular interactions with others like contractors

TRANSMISSION ENGINEER, 01/2020 - 06/2020

ERICSSON GLOBAL PVT LTD, NOIDA, INDIA

- Worked as CSR while monitoring of the router alarms (Our client was Sprint from USA)
- Team handling capability
- To be able to work as part of a team and be intuitive to the customer needs

PROJECT COORDINATOR, 01/2019 - 01/2020

SMARTECH INTERACTIVE PVT LTD, FARIDABAD, INDIA

- Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments.
- Interacting with lot of clients, customers, etc
- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Kept projects on schedule by managing deadlines and adjusting workflows.
- Kept corporate and client information confidential, adhering to data safety measures.
- Managed competing demands and professionally adapted to frequent change, delays and unexpected events.
- Prepared meeting agendas and minutes for distribution and record keeping.
- Assisted with onboarding newly hired staff members and coached on task prioritization.

SOFTWARE ENGINEER, 01/2017 - 12/2018

ASTIN TECHNOLOGY PVT LTD, NOIDA, INDIA

- Coordinated with other engineers to evaluate and improve software and hardware interfaces.
- Worked with software development and testing team members to design and develop robust solutions to meet client requirements for functionality, scalability, and performance

EDUCATION

MAHARASHI DAYANAND UNIVERSITY, ROHTAK, HARYANA INDIA, 06/2017

Bachelor of Technology: Electronics And Communications Engineering

ACCOMPLISHMENTS

- Supervised team of 4-5 staff members.
- Well in handling and convincing clients regarding the
- Collaborated with team of **4-5 in the development of various websites and applications like mchemist.**
- Also got **distinction** for securing approx **80% marks in Graduation**
- Also got awards for school topper by securing **9.4 CGPA in Matriculation and approx 90% in Intermediate.**
- Consistently maintained high customer satisfaction ratings.
- Used Microsoft Excel to develop inventory tracking spreadsheets.

CERTIFICATIONS

- Completed Project on Bluetooth Based Home Automation (Jan-June 2017) E & C Department, UIET, MDU, Rohtak
- Done project on Networking devices in NHPC (Mid 2016) IT & C Division, NHPC Ltd (Govt of India Ent.), Sec-33, Faridabad
- Learnt Web Development (Mid 2015) IT & C Division, NHPC Ltd (Govt of India Ent.), Sec-33, Faridabad

ADDITIONAL INFORMATION

Basic knowledge of Sales, Html, CSS,
Photoshop Worked on MS Word, MS Excel,
Power Point