

## PERSONAL INFORMATION

### Ankita Choubey

📍 501, pooja palace Begumpet, Hyderabad, ,  
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Date of Birth : 21/08/1993

Marital Status : Single

Nationality : Indian

Known Languages : English,hindi

## CAREER OBJECTIVE

To work in an organisation that values professionalism and an environment that demands fullest use of my creativity and abilities.

## EXPERIENCE

### Farmgate technology pvt ltd(Nagarjuna chemicals and fertilizers)

Business analyst(operations and business coordination) *Feb 2020 - Present*

- Worked with executive management to review job responsibilities and alter employee and departmental tasks based on company needs
- collaborated with stakeholders for the addition of new 415 mandis for eNAM(a Government initiative started in 2016)
- worked on developing new company website.
- data configuration to generate reports
- review business process and policies to help enhance workflow
- help customer support team in increasing the flow of stakeholder
- worked on implementing HRMS system for the company

### Micromax informatics

*May 2017 - July 2017*

Intern

- Research on business model used by Mobile manufacturers in emerging markets
- conducted survey of over 100 consumers and gathered data on purchasing habits for use in branding efforts
- Helped with administrative support including managing incoming calls And sorting mails
- Participated in cross functional team building activities

## TECHNICAL SKILLS

Proficiency in MS word,MS excel,MS PowerPoint  
Basic knowledge of SQL,PHP,core java

## PERSONAL STRENGTHS

- Ability to quickly embrace and understand new technology
- Ability to take initiative as well as be a good team player
- Ability to maintain quality delivery within multiple concurrent activities

## EDUCATION

### Balaji institute of international business, Pune

Pgdm (international business and marketing)  
71.6%

2018

### Bhilai institute of technology,durg

Computer science and engineering  
74.91%

2015

### Delhi public school, Bhilai

Class 12  
58.4%

2011

### Delhi public school, Bhilai

Class 10  
84.5%

2009