

AMAN GUPTA

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OBJECTIVE

Aspiring IT professional looking for an IT Trainee role to develop practical skills in software, networking, and data management, and contribute effectively to team projects.

EDUCATION

Examination	Board/Institute	Percentage	Year
Bachelor of Computer Application(BCA)	Arka Jain University, Jamshedpur	89%	2021
Intermediate (12th)	Shakuntala Vidyalaya, Bhilai	49.5%	2018
Matriculation (10th)	Mile Stone Academy, Bhilai	62%	2015

EXPERIENCE

Xponential Data and Business Services(XDBS) , Pune

Aug 2025 – Present

Jr. Research Analyst

- Conduct company and contact research using online tools.
- Verify and update lead information with accuracy.
- Analyse industry data, extract relevant insights, and create accurate lead profiles.
- Ensure high accuracy, productivity, and timely completion of assigned research tasks.

Bajaj Allianz General Insurance, Pune

Feb 2025 – May 2025

Jr. Operations Officer

- Assisted in daily operations, policy processing, and claims support.
- Maintained records, generated reports, and ensured compliance with company policies.
- Coordinated with teams to streamline workflows and support customer service.

Shiv Kripa Hardware, Jamshedpur

Apr 2021 – Jan 2025

Retail Sales Agent

- Managed sales and assisted customers with product selection and queries.
- Maintained inventory, monitored stock levels, and coordinated with suppliers.
- Built strong customer relationships, contributing to increased store sales.

TECHNICAL SKILLS

- **IT & Networking:** Windows, Linux, macOS basics, networking fundamentals
- **Office Tools:** MS Office (Word, Excel, PowerPoint, Outlook)
- **Communication:** Clear verbal and written communication, active listening.
- **Hardware and Software installation:** BIOS ,CMOS , OS .
- **Remote support:** Any desk, TeamViewer , etc

INTERNSHIP

- **AG Technologies** –Hotel Management System(Jan 2021 – Mar 2021)

Developed a **Hotel Management System** handling **frontend** and **backend** functionalities for bookings, room management, and customer data.

PERSONAL DETAILS

Date of Birth: 23-11-1998
Languages: English, Hindi
Current Location: Pune, Maharashtra
Residence: Jamshedpur, Jharkhand