

**Ankit Singh Negi**  
**C 237/5, Street no-5 Parvatiya Anchal, Sant Nagar, Burari, NEW DELHI-110084**  
**Phone NO :- +918826825461**  
**Email :- ankit.negi1303211006@gmail.com**

---

**Career Objective: -**

An innovative and dedicated professional aiming for mid-level assignments to utilize my skills and abilities effectively. I aspire to contribute as a key player in a challenging and creative environment.

**Work Experience:- 1 year.**

**ZERO DEFECT ZERO EFFECT, Ministry of Finance (Government of India)**

**Current Position: Project Coordinator in QCI, ITO DELHI**

- Currently working with QCI As Project Coordinator In ZED project.
- Implementing And Managing The Various Compliances Required by Ministry and Helping MSME'S Making Them Understand
- Monitoring and Helping The Registration Of MSME's Registration and Emplaning Them.
- Managed beneficiary databases, including validation and updates.
- Administered schemes on ZED portal, overseeing fund allocation and utilization.
- Coordinated with agencies, vendors, and stakeholders for effective scheme implementation.
- Beneficiary management -Add new Beneficiary, Upload beneficiary data.
- Schemes Implementation Models.

Bharat Gears Pvt Ltd ( BGL INDIA) - 3 YRS

Worked as Quality Trainee In Std Room. Operating CMM Machine and Checking Various Components According To Control Plan

**Academic Profile: -**

• **B.C.A**

Arunachal University of Studies, Arunachal  
Completed: 2020

• **Diploma in Production Engg.**

GBPIT, Okhla New Delhi  
Passed: 2016  
Percentage: 73.40%

• **12th(CBSE DELHI)**

DVSSS, Roop Nagar Delhi  
Passed: 2013  
Percentage: 63.20%

• **10th (CBSE DELHI )**

SNPS Nirankari Colony Delhi  
Passed: 2011  
Percentage: 72.20%

**Computer proficiency:-**

- **Operating System:** MS Office (Word, Excel, PowerPoint)
- **Tangram :** A software used to Check and identify the defects in automobile parts

**Summary:-**

- Effective communicator with strong teamwork skills.
- Actively participated in sports and Continuous Improvement activities.

**Strengths: -**

- ☐ Self-confident and self-motivated.
- ☐ Skilled in taking initiative and leading teams.
- ☐ Strong communication skills with the ability to influence others positively.

**Personal information:-**

**Name:** Ankit Singh Negi  
**Date of Birth:** 12<sup>th</sup> NOV 1995  
**Marital status:** Married  
**Sex:** Male  
**Hobbies:** Singing, travelling, reading etc.  
**Present Address:** S/O -Birender Singh  
Village- BURARI  
P.O- BURARI  
P.S- BURARI  
Dist - North,  
State - DELHI- 110084  
**Languages known:** Hindi, English

**Declaration**

I am committed to continuous learning and applying my knowledge for personal and professional growth.

**Ankit Singh**

**Negi**