

ANKIT SINGH

Address-501, Mayuranjali Complex Sector 14 Kaushambi Ghaziabad Uttar Pradesh India
E-mail-ankitdel7@gmail.com
Phone-9821235597

CAREER OBJECTIVE:-

Seeking a career to utilize my knowledge, experience and personal skills to gain comprehensive understanding of a reputed organization, so as to take responsibility and contribute significantly and have ability to adapt to a constantly changing environment.

EDUCATIONAL QUALIFICATION

Course	Name of Board / University	Year of Passing	Percentage
B.Com(Hons)	JAGANATH UNIVERSITY, HARYANA	2019	79.8%
Graduate Diploma in Management & Commerce	JIMS ROHINI	2019	78%
AISSCE Commerce	CBSE	2016	66%
AISSE	CBSE	2014	83%

MERITORIOUS ACHIEVEMENTS

- Awarded as the 1ST rank holder in 5th Semester
- Awarded as the 2nd rank holder in 6th Semester

CERTIFICATION COURSE

(1ST JULY 2020 TO 1ST JULY 2021)

Completed the certification course in **Auditing Practices from AS SITE**, where I have studied topics regarding:-

- Internal Audit
- External Audit
- Vouching and Verification of Assets and Liabilities
- Financial, Cost and Management Audit
- Errors and Frauds

WORK EXPERIENCE

1) **Name of the Company:** - Tech Savvy:- Office-302, Tower C - Ithum, Sector 62, Noida, U.P

Position/Designation: - Consultant

Work Experience:-

(28th August 2024 -30th November 2024)

Roles and Responsibilities:

- Conducted market survey and shared process email to clients and resolve their T&E queries.
- Followed up with clients on a regular basis and scheduled a meeting with them to discuss about further procedure.
- Prepared and shared an agreement to clients.
- Coordinated with clients and worked on visa processing.
- Prepared and shared invoices to clients after payment has been received from them and resolved travel and expense queries.
- Prepared weekly and monthly deck statement.

2) **Name of the Company:** - Talent Connected Worldwide :- Incuspaze Solutions Pvt Ltd, A-41, 2nd Floor, Tower B, Corenthus, Sector 62, Noida, Uttar Pradesh, India

Position/Designation: - Consultant

Work Experience:-

(22ND Feb 2024 -07th June 2024)

Roles and Responsibilities: -

- Conducted market survey and shared company proposal to business partner through email.
- Followed up with clients on a regular basis and scheduled a business partnership meeting with them to discuss about further procedure.
- Prepared and shared business partnership agreement to business partners.
- Coordinated with business partners and received a pool of client base through them and worked on visa processing for their candidates.
- Prepared and shared invoices with business partners after payment has been received from them and resolved travel and expense queries.
- Prepared weekly and monthly deck statement.

3) **Name of the Company:** -Envirotech Ltd, A-271, Okhla Industrial area, Phase-1, New Delhi

Position/Designation: - Sales Assistant

Work Experience:-

(20th Jun 2023 - 6th Jan 2024)

Roles and Responsibilities: -

- Prepared and reviewed quotations and shared the same with customers as per their requirements.
- Responsible for entering transactions in CRM dashboard and creation and processing of invoices.
- Prepared and reviewed Performa Invoice.
- Reconciled invoices with orders and ensured that it must be in compliance with company policy.
- Performed regular quality checks and handled escalations.
- Managed client facing communication and discussion to streamline recurring tasks and improve productivity of the output.

4) **Name of the Company:** - Genpact, Plot no 22 A &B, Udyog Vihar Gurgaon Sector 18

Position/Designation: - Travel and Expense (T&E) Analyst-Concur

Work experience:-

(30th Nov 2021- 4th May 2023)

Roles and Responsibilities: -

- Part of the Travel and Expense audit team for a client with audit requirements on a per-case basis.
- Reviewed and mapped invoices with supporting data and reported errors and flagged non-compliance activities.
- Managed important clients facing improvement discussions and took responsibility for presenting the all important monthly and weekly deck reporting and statements.
- Detected errors and frauds and checked if an expense is overstated or understated.
- Trained new team members and helped them get acquainted with the overall process.

- Consulted and coordinated with internal groups such as escalations, operations, compliance and IT team on matters related to cases.

CO-CURRICULAR

- Secured **3rdRank** in Debate Competition held in JIMS Rohini
- Awarded the “**Best listener** “in the GST Seminar held in JIMS Rohini.
- Secured **3rdRank** in the “**Interschool Skating Competition**” held in Ryan International School, Greater Noida.

INTERNSHIP

- **B.Com (H) Internship Project** **(1st May 2018- 15th June 2018)**
Completed the B.Com (H) Summer Internship Project on “**FINANCIAL RATIO ANALYSIS ON KNAPS CONSULTANCY**” by **RAJEEV AMITABH & CO (CA FIRM)**.
- **Tally ERP9 (Financial Software Packages)** **(1st Jan 2019- 30th April 2019)**
Completed the Certified course in “**TALLY ERP9**” in **6th Semester** of B.com (H) in JIMS Rohini.

COMPUTER SKILLS

- Microsoft Office (MS Word, MS PowerPoint, MS database, MS Access)
- Typing Speed: 20-25 words per minute.
- Tally ERP9

KNOWLEDGE OF TRAVEL AND EXPENSE TOOLS:-

- Concur
- Simpler
- Sales force and Cora
- Financial Mailbox

CORE MANAGEMENT COMPETENCIES

- Interpersonal skills
- Influencing skills
- Team spirit
- Motivating others
- Stakeholder Management
- Client Interaction
- Ability to learn new tools quickly
- Customer service and listening skills
- Analytical and Problem solving skills

DECLARATION

I hereby, declare that the information furnished above is true to the best of my knowledge