

**ANKIT SINGH**

**Address-501, Mayuranjali Complex Sector 14 Kaushambi Ghaziabad Uttar Pradesh India**

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### **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.

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### **EDUCATIONAL QUALIFICATION**

| <b>Course</b>                             | <b>Name of Board / University</b> | <b>Year of Passing</b> | <b>Percentage</b> |
|---|-----------------------------------|------------------------|-------------------|
| 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 1<sup>ST</sup> rank holder in **5<sup>th</sup> Semester**
- Awarded as the 2<sup>nd</sup> rank holder in **6<sup>th</sup> Semester**

### **CERTIFICATION COURSE**

**(1<sup>ST</sup> JULY 2020 TO 1<sup>ST</sup> 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:-**

**(28<sup>th</sup> August 2024 -30<sup>th</sup> 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, Corenthum, Sector 62, Noida, Uttar Pradesh, India**

**• Position/Designation: - Consultant**

**Work Experience:-**

**(22<sup>ND</sup> Feb 2024 -07<sup>th</sup> 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:-**

**(20<sup>th</sup> 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:-**

**(30<sup>th</sup> Nov 2021- 4<sup>th</sup> 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.

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#### CO-CURRICULAR

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- Secured **3<sup>rd</sup> Rank** in Debate Competition held in JIMS Rohini
- Awarded the “**Best listener**” in the GST Seminar held in JIMS Rohini.
- Secured **3<sup>rd</sup> Rank** in the “**Interschool Skating Competition**” held in Ryan International School, Greater Noida.

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#### INTERNSHIP

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- **B.Com (H) Internship Project** (1<sup>st</sup> May 2018- 15<sup>th</sup> 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 )** ( 1<sup>st</sup> Jan 2019- 30<sup>th</sup> April 2019)  
Completed the Certified course in “**TALLY ERP9**” in 6<sup>th</sup> Semester of B.com (H) in JIMS Rohini.

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#### COMPUTER SKILLS

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

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#### KNOWLEDGE OF TRAVEL AND EXPENSE TOOLS:-

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

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#### CORE MANAGEMENT COMPETENCIES

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- 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

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#### DECLARATION

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