



### PROFILE

A business administrator profession equips with the knowledge and skills to grasp and handle end to end business processes and provide accounting, taxation and management services.

A professional with more than 4 years of banking & outsourcing accounting experience in Jaipur & Ahmedabad

### CAREER OBJECTIVE

To acquire a challenging position in an organization where I can use my skills to achieve the company's goal and learn how to work in competitive environment and contributing toward the development of organization.

# ANKIT TAK

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8005694716 / 9694873370

Jr – 231, Hindalco Colony, Renukoot, Sonbhadra, Uttar Pradesh.

ACCOUNTS OFFICER  
QX GLOBAL GROUP, AHMEDABAD, GUJARAT

## EDUCATION

MASTER OF BUSINESS ADMINISTRATION  
IPS BUSINESS SCHOOL, JAIPUR  
UNIVERSITY OF TECHNOLOGY  
JUNE 2019

BACHELOR OF COMMERCE  
PARISHKAR COLLEGE OF GLOBAL EXCELLENCE  
RAJASTHAN UNIVERSITY  
APRIL 2017

HIGHER SECONDARY EDUCATION  
NIRMALA CONVENT SR. SEC. SCHOOL, UTTAR PRADESH.  
CENTRAL BOARD OF SECONDARY EDUCATION  
MARCH 2014

## WORK EXPERIENCE – 4+YEARS

### QX GLOBAL GROUP

**October 2021 – PRESENT**

- ▯ Leading the team/client in terms of finance.
- ▯ Manage the cash inflow of business.
- ▯ Working as a Accounts Receivables
- ▯ Contribute significantly towards the Company's atomization planning.
- MIS preparation of relative work.

### MINDSPACE Outsourcing Services Pvt. Ltd.

- ▯ Tax calculation of Canadian clients.
- ▯ MER calculation & preparation.
- ▯ Unknowns and timesheet MIS preparation.
- ▯ Monthly review of the client accounts and bookkeeping systems.

### ADDITIONAL QUALIFICATION

- MS OFFICE – MS EXCEL, MS WORD, MS POWERPOINT - RSCIT
- Tally ERP 9 with GST.
- C & C++ Course – CMC Academy
- MBA summer training of finance in Hindalco, Renukoot.

### SOFTWARE WORKED / EXPERIENCE

- ORACAL IN HINDALCO DURING SUMMER TRAINING
- FINNONE(ORACLE) IN MAHINDRA FINANCE.
- QUICKBOOKS, XERO, KARBON IN MINDSPACE.
- SAGE, ECLIPSE, MERIT, OUTLOOK IN QX GLOBAL GROUP

### LANGUAGE SKILLS

ENGLISH – FLUENT  
HINDI – FLUENT

### HOBBIES

Table Tennis  
Swimming  
Travelling

### REFERENCE

- Mr. V.K Tak  
Assistant Manager  
Accounts Department  
+91 8114003569  
[Vinod.tak@adityabirla.com](mailto:Vinod.tak@adityabirla.com)

### Kotak Mahindra Prime Ltd.

- Worked as a Support Service in OPERATION Department.
- ~ Fresh & Part-payment Disbursement.
- Closer & settlement Case process.
- Cheque, Cash, all type of online Payment punching in System.
- Reschedule and Downsize Process.
- MIS Preparation (of respective work).

### Mahindra Rural Housing Finance Ltd.

- Worked as a Regional Accounts & Associates for vouching, physical verification of invoices.
- GST Calculation in terms of invoice.
- Cash and Cheque handling.

### PERSONAL INFORMATION

FATHER NAME : - MR. VINOD TAK  
D.O.B :- 16/10/1994  
MARITAL STATUS : - SINGLE  
NATIONALITY : - INDIAN  
PERMANENT ADDRESS: - JR-231, HINDALCO COLONY RENUKOOT, SONEBHARDRA (U.P)

### DECLARATION

I hereby declare that the above written particular are true and correct to the best of my knowledge and belief.

Date: -

Place: -

Signature: -

