

RUPALI JOSHI

MBA(Finance),BCOM(Hons)

CAREER OBJECTIVE

To utilize my knowledge, skills and capabilities efficiently, while working in a dynamic and challenging environment with an organization of reputation. To contribute in the success & development of the organization through my knowledge & skills.

CORE SKILLS

- Excellent Oral & Written communication Skills.
- Well versed with IT (TALLY,MS OFFICE)
- Analytical & Reasoning skills.
- Grasping ability
- Attitude for learning

ACHIEVEMENTS

- Certification in general management & communication skills From ICAI Indore.
- Certification in IT Training From ICAI Indore.
- Recognition Certificate from Indore Management Association (IMA).
- Appreciation certificate for event coordinator of "flames & blossoms" an annual fest of IBMR, IPS ACADEMY.

PERSONAL TRAITS

I assess myself as a hardworking, sincere, confident and enthusiastic person. I have strong willpower & I am ready to learn new things. I believe highly in teamwork and adopt myself to any environment with ease.

CONNECT WITH ME!

Email- joshirupali1995@gmail.com

Mob No.- 7770959554

Address- 101-102 Khasgi ka bagicha near vrindawan colony, Indore (MP)

WORK EXPERIENCE

Vistra International Expansion (India) Private Limited (August 2019- Present)

- Maintenance of Cheque register.
- Maintenance of bank Reconcilliation.
- Maintenance of Payroll Tracker.
- Maintenance of Invoice & Expense tracker.
- Payroll Accounting.
- Support Supervisor with the data & back up information for any queries.
- Payment of clients' invoices, expenses,Payroll & taxes.

Accounts Executive (May 2018-July 2019) Square Associates,Indore

- Preparation & maintenance of books of accounts of Individuals.
- Maintenance of petty cash & Bank book.
- Payroll Accounting.
- Vouching.
- Assisted in Preparation of P& L & Balance sheet.

Internship (MBA)

Internship in Finance department At "NAIDUNIA- A Unit of Jagran Prakashan"

Article Assistant - (Oct 2015-May 2016) Swan & Associates, Indore

- Prepared & file income tax returns.
- Assisted in audit function.

ACADEMIC QUALIFICATIONS

MBA (Fin+hr) (2016-2018)

IBMR, IPS ACADEMY, Indore

IPCC- Both Gruops Cleared

The Institute of Chartered Accountants of India

Graduation course (B.COM-Hons) (2013-2016)

RPL Maheshwari college, DAVV University, Indore

Senior Secondary Examination XII (2012-2013)

Shri Cloth Market Vaishnav Bal Mandir, Indore
C.B.S.E.

High School Examination- X (2010-2011)

Shri Cloth Market Vaishnav Bal Mandir, Indore
MP Board