

**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 & filed income tax returns.
- Assisted in audit function.

**ACADEMIC QUALIFICATIONS**

**MBA (Fin+Hr) (2016-2018)**  
IBMR, IPS ACADEMY, Indore

**IPCC- Both Groups 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