

# RUPALI KARPE

## CONTACT



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MUMBAI

## EDUCATION

### MASTERS OF COMMERCE

University of Mumbai (IDOL)  
2020-2022  
80%

### BACHELORS OF COMMERCE

University of Mumbai  
2014-2017  
B Grade

### HSC

CBSE  
2014  
68.8%

### SSC

CBSE  
2012  
7.4 CGPA

## SKILLS

- MS Office
- Regulatory Compliance
- Adaptability
- Teamwork
- Meeting deadlines
- Resilience

## ABOUT ME

Working professional with problem-solving attitude having a Masters degree in commerce. Pursuing Company Secretary course. In addition to this, i have certifications in FEMA and IPR from Institute of Company Secretaries of India (ICSI).

I am flexible, reliable and possess excellent time keeping skills. I am a hard working, honest individual who is willing to learn new skills.

## EXPERIENCE

### FINANCE SPECIALIST

Citi Bank (Third party payroll of Optimum Infosystem Pvt Ltd.) - Mumbai  
JUNE 2023 to SEPTEMBER 2023

Undertaken reconciliation of UINs by scrutinizing its ODI transactions and reporting's of past period in terms of FEMA guidelines and calculating Late Submission Fees (LSF) as per RBI guidelines and communicating same to the respective client

## ACCOMPLISHMENTS

- Cleared Company Secretary Foundation Programme (ICSI)
- Pursuing Company Secretary Executive Programme (ICSI)
- Certification course in Foreign Exchange Management Act (FEMA) by Institute of Company Secretaries of India (ICSI)
- Certification course in Intellectual Property Rights (IPR) by Institute of Company Secretaries of India (ICSI)