



# APURVA S. NASIRABADKAR

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napurva005@gmail.com

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## CAREER OBJECTIVE

To obtain a position whereby I can apply acquired knowledge and skills, working in a team environment, thereby continuously growing and contributing to the main objectives of the organization.



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## Education

### Master of Commerce

Shivaji University  
Kolhapur

Graduated, June 2017  
First Class

### Bachelor of Commerce

Shivaji University  
Kolhapur

Graduated, December 2012  
Second Class

### 10+2

Kamala College  
Kolhapur

Graduated, June 2009  
Second Class

### 10

SSC Board  
Kolhapur

Graduated, June 2007  
First Class



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## Professional Qualifications

- **COMPANY SECRETARY**

CS Executive, (Institute of Company Secretaries of India) in August 2016 by securing rank in subject of **Cost and Management Accounting**.  
Currently pursuing CS Professional level.

- **NISM (NATIONAL INSTITUTE OF STOCK MARKET)**

Level VA (Mutual Funds) – Score 93/100 with All India Rank  
Level VI (Depository)- Score 80/100

- **POST GRADUTE DIPLOMA IN BANKING MANAGEMENT –(June 2019)**



## Work Experience

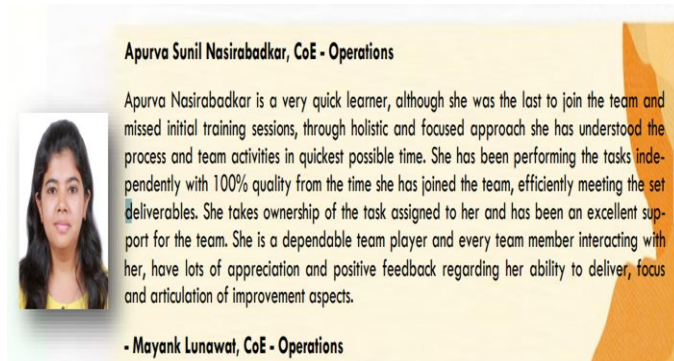
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- **Post:** Associate
- **Employer:** Intertrustviteos Corporate and Fund Services Private Limited (Formerly Known as Viteos Capital Market Services Private Limited) (July 2020- Working)
- **Work Areas:** *Part of Centre of Excellence (CoE), currently working for The Netherlands, previously worked for Nordics (Denmark, Finland, Sweden and Norway), Luxembourg in Corporate Secretarial, Compliance (KYC, AML)*
  - Transaction Monitoring (TPTM)
  - Screenings/Morality Checks to detect person or entity is involved or related to Financial Crime, Fraud, Illegal transactions or PEP.
  - Remediation
  - Client onboarding
  - Periodic review of client entities (Surveillance of risk rating)
  - Incorporation of entities
  - Organization of Shareholder Meeting
  - Organization of Board Meeting
  - Liquidation and Dissolution of client entities/non managed entities
  - Preparation of statutory documents
  - Preparation of loan agreement
  - Corporate governance reviews / health check
  - Preparing and maintaining Statutory Registers
  - Drafting of minutes of Shareholder/board meeting
  - Adhoc work assigned by Onshore including tax related assignments
  - Drafting of SoPs for every process
  - Preparation of internal reports (Workload trackers/KPI etc.)
- **Post:** Company Secretary Trainee
- **Employer:** CS Hemant Pawar & Associates (July 2018-December 2019)  
CS Nawaj Sayyad & Associates (January 2019 & March 2020)
- **Work Areas:** -Incorporation of Companies and LLPs
  - Handling all compliances under Companies Act, FEMA.
  - Handling of Director KYC.
  - IEC (Import Export Code) Registration
  - Udyog Aadhar Registration
  - NCLT related work
  - Trademark Registration

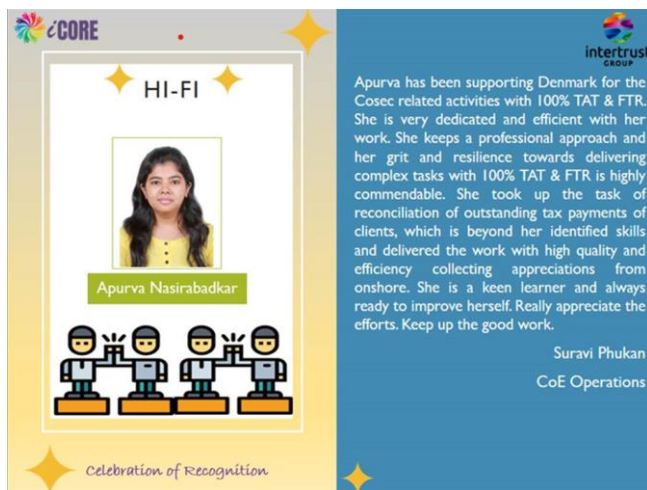
## - GST Registration

- **Achievements in current organization:**

- **NewBie Award (Q3 – 2021) on joining Netherlands team:**



- **Hi-FI (appreciation from Manager) in August 2021 when was part of Nordics team:**



## Skills

- Determined
- Punctual
- Eager to work for new things
- Communication
- Adaptability

## Computer Proficiency

- MS Word
- MS Excel
- MS PowerPoint

- Tally
- ViewPoint
- Laserfiche



## Languages

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- Hindi
- English
- Marathi



## Personal Interests

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- Working for ignored areas of society
- Driving
- Travelling
- Reading



## Personal Details

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Father's Name: Mr. Sunil Laxman Nasirabadkar  
Birthday: June 21  
Gender: Female

Nationality: Indian