

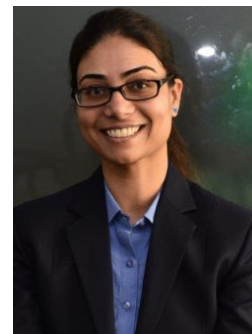
Shivani C. Trivedi

Citizenship : Indian • Date of birth : 25th December 1987

Contact

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Education

Bachelor of Commerce (B.Com)
Masters of Commerce (M.Com)
Post Graduate Diploma in Business Administration (PGDBA- Finance)
Bachelor of Laws (LLB)

- Gujarat University, India, 2008
- Gujarat University, India, 2010
- Symbiosis Distance Learning, Pune, 2011
- Gujarat University, India, 2020

Professional Experience

Adani Ports and Special Economic Zone Limited, July 2008 till date

APSEZ is integration of 3 business verticals Ports, Logistics and Special Economic Zone. I have experience in Special Economic Zone and Logistics vertical of the company.

Senior Officer – Finance & Accounts for SEZ & Utilities and Logistics sector, handled M&A activities, FP&A activities, Accounting and contract management, end to end profitability management. Experience in complete handling of books of accounts from customer contract negotiation, contract finalisation, monitoring of payment / receipts, passing entries in SAP/Tally, Balancesheet finalisation, Audit, Due Diligence, Valuation, Acquisition, integration, restructuring

Responsibilities included:

➤ Merger & Acquisition :

- Preparation of financial model for various Greenfield and Brownfield projects, analysis of the financials and past trend and finding valuation, IRR of the project
- Support to the management for internal corporate restructuring and analysing direct, indirect tax implications
- Due diligence of the projects on finance & accounts part and also coordinating with various teams and provide consolidated due diligence report to management of the Target
- Assisted in preparation of non-binding offer, NDA, share purchase agreement
- Assisted in Business valuation and PPA valuation
- Monitoring of CP compliance and indemnity matters
- Support to the management for various bidding projects for Ports as well as Logistics sector
- Support to Corporate Finance team for refinancing of acquired projects

Achievement: Assisted in successful acquisition of projects having EV of ~2500+ Crs. Supported in end to end activity starting from evaluating the business, Due Diligence, Valuation, Acquisition to integration

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➤ FP&A Activities (MIS & Budget) :

- Complete handling of Annual Revenue and Capex Budget
- Preparation of MIS report, Periodic Variance Analysis and submission of mitigation plan to management
- Co-ordinating with various user department for providing budget data on time and Compilation of data in presentable format and submission of the same in time
- Uploading budget in SAP on annual basis and carry forward/closure of open Purchase Order/Service Orders on year end
- Passing of accounting entries in SAP on month end.
- Preparation and submission of competitor analysis report of SEZ Division
- Yearly review of operationalised projects and variance analysis of planned vs actual capex and revenue numbers. Submission of variance report and mitigation plan to management
- independently handled the assignment of Implementing BPC module in SEZ & Utilities segment to get the system generated MIS and budget report
- Assisted in implementing automated dashboard providing real time profitability report to the management
- End to End profitability management of logistics sector, preparation of budget actuals and variance identification

Achievement: By doing detailed analysis identified the factors impacting the profitability of the company and thereby taken up with management for corrective actions

➤ Capex Monitoring:

- Monthly cashflow monitoring of capex projects and providing capex spent report to management on timely basis
- Responsible for capex reviews and monitoring project IRR and ratios - providing analysis for variation between planned capex vs actual capex

➤ Customer & Vendor Payments:

- Timely preparation and submission of debtors and vendors aging report and action taken report on monthly basis
- Raising of customers invoice through SAP SD module
- Follow-up with customers for payment and vendors for recovery of advances
- Preparation of Purchase Order/Service Order in SAP MM Module for vendor payment
- Verifying vouchers/invoices raised by vendors and coordinating with centralised payable team for clearing of payments
- Maintaining cashflow statement for funds taken and payments made to vendors
- Implementation of SAP for start up subsidiaries (modules like MM, FI-CO, SD)

➤ Preparation of Legal Agreements

- Assisting in preparation of agreements/documents like lease/ license agreements, MoU, share subscription/purchase agreement, proposals & term sheets etc.

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- Contract Management - Coordinating with various departments and with the customers for execution of agreements and Maintaining proper records of the documents

➤ Accounts Finalisation:

- Assisted for end to end accounting, passing of entries in SAP, Bank Reconciliation, Asset Capitalisation, intercompany reconciliations and Balancesheet finalisation
- Resolving internal and external auditors' queries for account finalisation

IT Skills

Proficient in Microsoft Office Suite: Advanced Excel, Word, PowerPoint, SAP R3 (MM, SD, FICO Module) , BPC, Power BI, Tally

ACHIEVEMENTS

- ✓ Awarded with change champion certificate and medal of appreciation - As per Group requirement successfully implemented Business Process Control (BPC) Module for SEZ & Utilities division, in consultation with IT team for getting consolidated budget at one place and getting budget vs actuals by mapping data with SAP.
- ✓ Attended Grant Thornton Financial modelling & valuation training