

# Sudhir Gupta

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## Profile Snapshot

- **MBA in Finance** (Cranfield University, UK) and a **Mechanical Engineer** (M.Tech, IIT Bombay), **PMP & Six Sigma** certified having diversified experience in Construction, Logistics, Shipping and IT industry.
- Eight years of experience in **supporting CXO level (Executive Assistant)** in **techno-commercial matters**. Played lead role in Financial Planning and Analysis function, focusing on **Working Capital Management, Cost-Variance Analysis, Cost Control, Corporate Budget Planning, Financial Modelling** and **Team Management**.
- **Management Reporting:** Extensive experience in management reporting – Conducted monthly, quarterly and annual business reviews ensuring effective and comprehensive financial and operational reviews.
- Rich experience in creating **financial models** and conducting **Equity Research analysis** in Construction, Energy, Cement and Banking sector firms.
- Supported Business Heads of SBUs with **cost reduction analysis** and **implemented initiatives to improve bottom-line** of the operating units.
- Extensive global exposure - worked in Japan, United Kingdom, Switzerland, India and UAE. Strong multicultural exposure.

## Profile Summary

Sadbhav Engineering Ltd	Ahmedabad, India	<b>Executive Assistant</b> to Chairman and Managing Director	Jul 2017 – Till Date
Al Fara'a Group, UAE	Abu Dhabi, UAE	<b>Asst General Manager</b> (Executive Assistant to President & Executive Chairman)	Mar 2015 – Apr 2017
Allcargo Logistics Ltd	Mumbai, India	<b>Sr Manager</b> (EA to Executive Director)	Aug 2013 – Mar 2015
<b>Full Time MBA:</b> Cranfield School of Management, UK	Bedfordshire/London	Full Time MBA Student ( <b>Specialising in Finance</b> ), graduated First Class. GMAT 740/800 (98 <sup>th</sup> Percentile)	Sep 2011 – Jul 2013
Geometric Ltd	Tokyo and London	Senior Business Analyst	Jul 2007 – Sep 2011
General Electric Company	Bengaluru	Engineer – Design (Aircraft Engines)	Jun 2005 – May 2007
<b>Master's Degree:</b> Indian Institute of Technology Bombay	Mumbai	Full Time M. Tech student (specialising in Mechanical – Machine Design), graduated with CGPI of 9.23 on scale of 10.	Jul 2003 – Jun 2005
Natwar Parikh Industries Ltd   Freight Wings Pvt Ltd	Mumbai	Engineer	Jun 2002 – Jul 2003
<b>Bachelor's Degree:</b> KJ Somaiya College of Engineering (University of Mumbai)	Mumbai	Bachelor of Engineering (Mechanical Engineering), Graduated First Class	Jun 1998 – Jun 2002

## Professional Experience

- **Sadbhav Engineering Ltd: Executive Assistant to Chairman and Managing Director (Sr General Manager) – Ahmedabad, India (Jul 2017 – Till date)**

*Sadbhav Engineering and Sadbhav Infrastructure Projects Ltd focusses on Highway Development and Maintenance, Irrigation and Mining related activities. The group has pan India presence and recorded a consolidated revenue of INR 52,400 Mn in FY19.*

Reported to the **Chairman and Managing Director** in supporting his office on **techno-commercial matters**.

- **Financial Planning & Analysis:** From the CMD's office, driving the long term, annual, short-term financial and operating plans to drive growth, income maximization, and business optimization (formulating strategy, establishing objectives, selecting and planning investments, allocating resources, and improving productivity)
- **Extensive Cash Flow monitoring** – Keeping track of receivables from clients, and vendor liability positions. Collating P&L statements from each site/project, analysing and presenting the analysis to Senior Management. Tracking all the Bank Guarantees, securities utilisation, and their costs.
- **Project Monitoring Activities:** Driving the monthly and quarterly project monitoring activities. Analysing all Daily/Monthly Progress reports, inventory positions, manpower and machinery statuses and advising the senior management on corrective actions to be taken.
- **Transaction Related Activities:** With an aim towards asset light balance sheet, identified non-core assets for sale, performed valuations, conducted negotiations with prospective buyers and following up on all condition precedents until deal closure.
- **Business Excellence Activities:** Formulated internal committees focused on construction process improvements and technology innovations and officiated its workings. Significant benefits were recorded in terms on embracement of new technologies and bottom line improvements through these groups.
- **Competition Mapping:** Mapping the competitors in the EPC Highway and Mining sectors. Keeping the Senior Management updated on any new deal wins/policy changes/new government initiatives.

**Selected Achievements:**

- **Asset Liquidation:** Close to **INR 1000Mn** assets were liquidated, thus reducing liability and improving cash-flows.
- Identified **INR 1500Mn** of unbilled revenues, retained revenues, penalties and bank guarantees from closed projects. Proactively took all the steps to bring these funds back into working capital circulation and credit limits.
- **Issue Tracker:** Designed and managed an internal Key Issue Tracker that acts as an interface between Sites and Group Support Services for voicing business critical issues. Managing the complete database and continuously improving the tracker with new functionalities. The tracker received very positive feedback and gained huge traction across all divisions.
- Identified slow moving and dead stocks across the businesses:
  - Persuading vendors in buying back dead stocks at discounted rates against credit notes. Resulted in decreasing the dead stocks by 24% in value over the past 9 months (till Mar'20).
  - Recommended amendments in standard terms in Purchase Orders to include Stock Return Policies which can be implemented on case to case basis. Recommendations were accepted.
  - Reviewed workflow for Purchase Requisitions across the organisation and proposed modifications to discard inconsistencies and inefficiencies in the requisition process. Recommendations were accepted.

➤ **Al Fara'a Group: Executive Assistant to President and Executive Chairman – Al Ain, UAE (Mar 2015 – Apr 2017)**

*The group is a vertically integrated general contracting company with projects spread across UAE, KSA and Qatar. They also have interest in ready mix concrete production, manufacturing of glass and aluminium structures and other related construction activities. The company recorded a revenue of AED 3.6Bn in FY16.*

Reporting to the President and Executive Chairman and conducting regular operational, strategy and financial meetings.

- **MIS Analysis:** Detailed analysis of the monthly MIS on business performance, profitability, cost volume analysis and cash flow management for the Chairman's office, highlighting deviations from the budgeted targets, performing root cause analysis for variations, and sharing the best practices in terms of cost control and top line enhancement with business heads.
- **Competition Mapping:** Constantly mapping the competition scenario across the GCC, understanding the pricing levels and tracking relevant new project information. Keeping the tender and business development team updated on the same.
- **Evaluating Acquisition Targets:** Helping organisation achieve its inorganic growth ambition by regularly identifying and evaluating targets.
- **Business Excellence Reporting:** Supervising the Business Excellence and Compliance team to ensure all related activities are closed on time and analysing the reports for any nonconformities. Activities include ensuring timely closures of book of accounts, effective CRM and EAM utilisation, receivables/collection (including retentions) statuses, tender schedules, running court cases and related activities.

- **ERP Reimplementation/Management Reporting:** Supervising the ERP team with the reimplementation program, gathering and redesigning all management reports.

#### **Selected Achievements:**

- Savings in Telecommunication/Postage expenses: Recommendations to decrease telecommunication and postage expenses resulting in an annual saving of c. **AED 1.3 Mn** for the group.
- Achieved reduction in the yearly charges paid for Wages Protection System by active negotiation/bringing in new vendors. This resulted in an annual savings of **AED 0.5 Mn** for the organisation.

#### ➤ **Allcargo Logistics Ltd: Senior Manager (Executive Director's Office) – Mumbai, India (Aug 2013 – Mar 2015)**

*Allcargo Logistics is an integrated logistics multinational with services in multimodal transport operations, container freight stations, inland container depots, third party logistics, warehousing, equipment renting and ship chartering. The company recorded revenue of ~ USD 700 Million in FY13.*

- **Monthly MIS Summary:** Submitting recommendations to the Executive Director based on monthly MIS analysis including business performance, profitability, cost volume analysis and cash flow management. Analysing monthly reports from Human Resources, Information Technology, Sales Operations, Delivery Operations and Marketing Operations and highlighting the important points (deviations from KPI levels) to the Executive Director with due reason.
- **Shipping Business Analyst:** Evaluating prospective vessels for time charter, conducting detailed FP&A for vessels on weekly basis and advising upon corrective steps, sharing revenue and gross margin forecast with senior management.
- **Freight research:** Mapping the freight dynamics for India and Middle East market - understanding the bulk and break bulk traffic, major players, packet sizes, etc., to evaluate future growth potential. Presented to the Chairman and Board Members a detailed study on Buy/No Buy analysis on various vessels. Recommendations were accepted.
- **Competitor Analysis:** In depth analysis of competitors and customers – capturing the best practices and industry trends and highlighting the same to the top management team.
- **Agency Management:** Actively involved in identifying appropriate agencies across South East Asia - performing detailed due diligence and creating customised business plans for each of them.

#### **Selected Achievements:**

- Formulated strategy for venturing into offshore heavy lift business. Recommendations were accepted.
- Lead Business Analyst for reimplementation of the Enterprise Asset Management – ensured accurate vehicle deployment statuses, timely preventive maintenances and preventing revenue losses.
- Negotiated deals with operating lease companies resulting in securing assets worth USD 75 MN on operating lease with favourable terms.

#### ➤ **Full Time MBA (Finance, Sales & Marketing) from Cranfield School of Management - United Kingdom (Oct 2011- Aug 2013)**

*Cranfield School of Management is ranked 1<sup>st</sup> in the UK and 3<sup>rd</sup> in the World in the 2012 global full-time MBA rankings published by the Wall Street Journal.*

- Secured **740/800** on Graduate Management Admission Test (GMAT)
- **Relevant courses:** Strategic Management, Financial Management, Investment and Risk Management, Managing Information Technologies, Managing Project Uncertainty, Sales and Key Account Management, and Advanced Negotiations.
- **Internship: Apr 2012 – Aug 2012:** Interned at **Atos Consulting** to research on the topic: "How Social Media is benefiting organisations in this new normal world?" The research output is part of thought leadership literature at the firm. Conducted detailed desk based research and collected evidences through structured interviews of senior technology consultants and business executives.

- **Project: Sep 2012 – Jan 2013:** Performed a value chain analysis on the Marine Classification industry and suggested recommendations on how an IACS associated classification society can better compete with another classification society in the core services offered.
- **Work Placement: Apr 2013 – Aug 2013:** Part of CEO's office at Geometric Ltd – primarily worked on design of service offerings and evaluation of prospective targets in the 3D print domain.

➤ **Geometric Ltd: Senior Business Analyst – United Kingdom/Japan/Switzerland/India (Jul 2007 – Sep 2011)**

*Geometric Limited is a technology consulting firm specialising in engineering solutions, services and products. The company primarily caters to clients in Aerospace and Defence, Automotive, Manufacturing and Oil & Gas industries.*

**Senior Business Analyst** at a Switzerland based leading machine tool solution provider | **Switzerland/India**

Oct 2008 – Sep 2011

*Lead business analyst at **GF AgieCharmilles** for the design and implementation of a process automation solution. Responsibilities included cost justifications, formation and management of cross-functional teams, managing client relationships and execution of new product development.*

**Business Analyst** at a United Kingdom based Tier-1 Marine Risk Management Company | **Japan/United Kingdom**

Jul 2007 – Sep 2008

*Member of the Global Engineering Services team at **Lloyd's Register of Shipping**. Responsibilities included performing detailed requirement analysis for new product development, developing roadmap for benefit realisation and supporting/managing the development team.*

➤ **General Electric (Aircraft Engines): Design Engineer – India (Jun 2005 - May 2007)**

*Member of the Engineering Analysis Centre of Excellence group at **GE Aviation**. The group concentrates on developing Engineering IT tools that help reducing the design cycle time of aircraft engines. Handled the development, maintenance and enhancement of a CAD customised tool for designing configuration parts of aircraft engines.*

**Marital Status:** Married | 2 kids

**Extra-Curricular:** Space Historian in Training, Travelling, Marathon Runner.