

CURRICULUM VITAE

Name: Prabha Rajendra Shah

Contact Details: +91-9104060014; prabha.shah15@gmail.com

Qualifications: Chartered Financial Analyst from ICFAI University, Tripura and B.B.A from B.K. Majumdar Institute of Bachelors in Business Administration, Gujarat University.

Career Summary: An astute professional with 8+ years of international experience in Financial and Business Development services with proven history of strengthening financial condition of clients and employers. High achiever in managing all aspects of operations and administration. Effective communicator who seeks positive resolution to problems through active listening and commitment to integrity.

PROFESSIONAL EXPERIENCE

Organization I	The Fourwents Group
Designation	Sr. Finance and Business Development Executive (Unit Head)
Duration	June, 2018 to September, 2022
Responsibilities <ul style="list-style-type: none">Analyzed key business performance metrics & drivers, reviewed design of systems & processes to enhance financial reporting.Managed over 20 client relationships; assisted in evaluation of business development opportunities; provided benchmarking analysis.Managed budgeting, forecasting & reporting, analysis on financial performance and variances for use by the CEO and the Board.Managed 6 different cross-function projects to integrate, align and rationalize diverse processes, policies and reporting.Developed the reporting framework that assures data-quality and helps in effective loss mitigation and strategic decision making.Assessed the risk of new products while benchmarking firm practices and capital management to best in class standards.Controller of cash flow for all business units. Created BU level limits. Developed an in-house customer credit evaluation methodology.Supervised a team, managing finance & accounting; developed policies and processes to streamline financial operations.Provided leadership and guidance to Associates and Analysts in enhancing^[1] and augmenting^[2] processes and methodologies.	
Organization II	Gaurav Food Products
Designation	Finance Executive
Duration	November, 2013 to March, 2018
Responsibilities <ul style="list-style-type: none">Working with Clients to reengineer, improve and streamline the existing manufacturing processes.	

- Preparation of the monthly MIS Report for purchasing, controlling and restricting the firm's risk and exposure in the Industry.
- Assisting in preparing the yearly Financial Accounts for the Firm.
- Providing inputs to the Product Development and Research team based on Industry Analysis and current trends performed during discussions with the Client.
- Anchored multiple Proposals by providing solutions to address the Business Needs.
- Assisted and led the day to day operations of the firm including labor management and purchase operations.

Organization III	Kalpataru Power Transmission Ltd.
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Designation	Finance Officer
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Duration	March 2012 to September 2013
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Responsibilities

- Preparation of the monthly MIS Report for purchasing, controlling and restricting the company's risk and exposure in the Industry
- Issuing the Bank Guarantee's for international projects of the company and coordinating with the bank representatives for the same.
- Assisted in preparing the Financial Accounts of the company for all the quarters. Responsible for coordinating with various subsidiaries, divisions and branches for the same.
- Assisted and supervised the day to day Forward and Option Contracts of the company. Follow up with respective banks for accounting and other matters related to Forex Contracts.
- Liaisoning with statutory authorities for filling of the various half yearly and annual RBI Compliances.
- Maintaining of the Forex rates in the SAP module for the company to help aid the purchase and sale of materials and products.
- Responsible for co-ordination with the internal auditors of the company.
- Creating of Ready to use manuals for BPC and Bank Guarantee Module to help the other employees of the company and decrease the dependency on few persons.

Key Projects

- **Integration of the BPC Software for EPM Analytics in the System with the Workflow Management System**
 - ✓ Integration of the Business, Planning and Consolidation Software for EPM Analytics (SAP – BPC module) to help automate and streamline your planning, budgeting, forecasting, and consolidation activities – for shorter budget cycles, a faster close, and improved regulatory compliance of the company.
- **Integration of Bank Guarantee Module in the System**
 - ✓ Integration of the Bank Guarantee Module in SAP to streamline the cost and time required for issuance of each bank guarantee for international projects of the company.

ACADEMIC PROFILE

Degree	Institute	Board	Year	Results
CFA	ICFAI University, Tripura		2009	First
BBA	B.K. Majumdar Institute of Bachelors in Business Administration, Ahmedabad	Gujarat University	2008	Second
HSC	Mount Carmel Higher Secondary School, Ahmedabad	Gujarat	2005	Distinction
SSC	Mount Carmel Secondary School, Ahmedabad	Gujarat	2003	Distinction

OTHER PROJECTS

- Presented a Presentation on the BPC - SAP module of EPM Analytics to the management of the company.
- Presented a Project Presentation on Bottled Water Industry in the inter college competition.
- Presented a Finance Project on Indusind Ltd. as part of the course curriculum.
- Have been a member in the college and school council.

SKILL SET

- Proficient in MS Office (Advanced Excel, Advanced Power Point and Advanced Word).
- Basic knowledge of working in SAP Environment (latest version).
- Basic knowledge of US GAAP.
- Proficient in English, Hindi and Gujarati languages.