

Resume



Rinkeshkumar Natvarlal Trivedi

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Executive Summary

- Associate Member of the Institute of Cost Accountants of India (ACMA).
- More than 16 years of Total working experience in Budgeting, Accounts, Finance, Commercial, Costing & MIS in reputed Companies.

Career Synopsis

Tata Group :

As Group Head-Accounts and Finance (Budgeting and MIS)-Dec'23 to till date
Tata Group(Tata Power Limited)

Principal Accountabilities:

- Heading Accounts & Finance, Financial Planning, Designing System & Policies to Facilitate Internal Control
- Manage end-to-end accounting functions including GL, AP, AR, and finalization of accounts.
- Managed end-to-end coordination with statutory auditors, ensuring timely completion of audits and compliance with regulatory requirements.
- Review of Various MIS Reports
- Budgeting, Finance & Cost Forecasting, Variance Analysis
- Review and Monitoring plant Budget and uploading, managing, and monitoring in SAP.
- Prepare & Implement Policies for Cost Control as well as for Cost Reduction.
- Performance Analysis and Reporting monthly, quarterly, and yearly basis.
- Monitored and controlled CAPEX spending against approved budgets, ensuring optimal utilization of resources.
- Preparing Plan for Cash Flow and ensuring optimum utilization of funds
- Accounting & Finalization of Balance Sheet.
- Implementing and Evaluating System /Procedure to Comply with Statutory Requirement

Adani Group :

As Associate Manager -Accounts and Finance-Apr'22 to Dec'23
As Deputy Manager -Accounts and Finance-Sept'19 to Mar'22.
Adani Road Transport Limited (Subsidiary of Adani Enterprises Ltd.)

Principal Accountabilities:

- Heading Accounts & Finance, Financial Planning, Designing System & Policies to Facilitate Internal Control
- Evaluating of Project Based on Cost Benefit Analysis to Arrive at its Financial and Commercial Feasibility
- Budgeting, Finance & Cost Forecasting, Variance Analysis
- Preparation of Various MIS Reports
- Accounting & Finalization of Balance Sheet
- Preparing project structure in SAP and consultation with project team and uploading, Managing, and monitoring Budget
- Prepare & Implement Policies for Cost Control as well as for Cost Reduction

- Monitoring and Preparing Statutory books of Accounts and Reports
- Preparing Cash Flow and ensuring optimum utilization of funds
- Implementing and Evaluating System /Procedure to Comply with Statutory Requirement
- Liasoning with Officials of Banks, FIs & Government
- Legal & regulatory compliance like Legatrix
- Managing issuance of Bid Bond Guarantee and Performance Bank Guarantee
- Payroll Management.
- Handling of various Audit of Different Departments
- Preparation of various DOA & SOPs
- Accounts Receivable and Payable Managements

Greenply Industries Ltd:

As Deputy Manager -Commercial Manager-Dec'18 to Aug'19.

Principal Accountabilities:

- Accounting & Finalization of Balance Sheet
- Monthly Sales Analysis
- Handling of Audit and Assessments
- Preparing various MIS Reports
- Monthly GP & NP working along with variance Analysis
- Cash Flow & Fund Flow Management
- Banking Operation, Fund Based & Non-Fund Based Facility
- Letter of Credit - Opening, Amend, Extend, Release
- Consignment Management and Material Management
- Controlling of Inventory.
- Ensuring proper Bookkeeping System
- Legal Co-ordination with Various Governing Authorities
- Liasoning with Various Clients and vendors

Kalpatarupower Transmission Limited:

As Deputy Manager -Accounts, Finance & Commecrial-June'09 to Dec'18.

Principal Accountabilities:

- Indirect Taxation i.e., Excise, Vat, Custom & Service Tax
- Direct Taxation i.e., Income Tax, TCS, TDS
- Handling of Audit and Assessments
- Preparing and controlling of annual Budget.
- Preparing of Revenue & Cost Variance analysis for standard VS Actual
- Preparing of Profitability analysis
- Preparing of Debtors analysis.
- Preparing of Cash flow Statement.
- Preparing various MIS Reports
- Preparing of Project wise and Region wise Collection Target Report.
- Preparing of Project wise and Region wise Collection Achieved Report.
- Preparing of Bank Reconciliation Statement.
- Preparing of AOP data for top management.
- Review & Analysis of Monthly Inventory.
- Review & Analysis of Monthly Conversion Cost.
- Liasoning with Government Entities.

- **GST IMPLEMENTATION:** Selected Core team member for GST Implementation in Kalpatarupower Transmission Ltd.
- **Director:** Served as Director overseeing financial and strategic operations across 10 group companies in Adani group.
- **ABP Automation in SAP Cloud:** Selected and headed for ABP Automation Tool in SAC Cloud Implementation in Tata Power Limited.

IT Skills

SAP, S4 Hana, SAC based Cloud tool, EPM, MDG, ERP 9 Module, MS Office,

ERP/ PROJECT MANAGEMENT SYSTEM: More than 16 years of working experience in in-house developed ERP environment. Major contribution in development and implementation of ERP system in manufacturing of process control systems. Working of SD Module & FI Module in SAP. Developed various type of report in SAP which are related to Budget VS Actual, Variance analysis, Trial Balance, GL wise & WBS Wise Profitability Reports. Amortization on consumable items. Customization of Z table reports as per organisation requirement and MIS reconciliation. Modification of billing system and bill booking process as per contract requirement.

Summary of Work Experience

Name of Organization	Nature of Business of the Organisation	Designation	Period
Tata Power Limited. (Tata Group) Mundra (Gujarat)	Tata Mundra Ultra Mega Power Project is a 4150 MW coal fired power project.	Group Head-Accounts and Finance (Budgeting and MIS) reporting to Head F&A	From, Dec'23 to till date.
Adani Road Transport Ltd. (Adani Group) Ahmedabad (Gujarat)	EPC Contracting in areas of Road, Rail, Metro and Water infrastructure. Engaged in HAM, BOT & TOT Model Road projects.	Joined as Deputy Manager and got promoted in FY,21-22. at present Associate Manager reporting to Chief Financial Officer (CFO).	From, Sep'19 to Dec'23
Greenply Industries Ltd. Rajkot (Gujarat)	Manufacturing of Ply & Decorative Veneers. The Annual turnover for FY 18-19 is Rs.1832 Crore.	Dy.Manager(Account Incharge) reporting to Factory Head	From, Dec'18 to Aug'19
Kalpatarupower Transmission Ltd. Gandhinagar (Gujarat)	EPC Contracting in areas of Power transmission, Oil & gas pipelines, railways, and infrastructure. Also engaged in Logistics, BOOT projects, power generation plants. The Annual turnover for FY 17-18 is Rs.5800 Crore (INR 58 billion).	Joined as Trainee and got promoted 4 times in 9 years. at present Dy. Manager reporting to Financial Controller.	From June'09 to Dec'18

Major Achievements

- Training given to Projects Manager & Project Accountant for Preparing of Annual Budget Supplementary Budget, cost to complete and Variance analysis (KPTL)
- Contribution & Teamwork of Collection of Rs.430 Crore in March-17. It is the highest amount of collection in one month in the company's history (KPTL)
- Spot Recognition for Excellent Performance in Organisation (Adani Group)

Professional Qualification

ICWA/CMA

Passed from The Institute of Cost Accountants of India in June 2014.

Academic Qualification

- M.Com. – 47% from N.C. Bodiwala College of Commerce, Gujarat University in 2010
- B.Com. – 68% from H.L. College of Commerce, Gujarat University in 2008
- Higher Secondary (12th standard) – 80% from Rajasthan Hindi High School, Gujarat Higher Secondary Board in 2005.
- S.S.C (10th standard) – 75% from Hariom Hindi High School, Gujarat Higher Secondary Board in 2003.

Key Strengths

- Positive and Optimistic Attitude
- Ability to cope-up with stress and difficult situations.
- Systematic and practical approach to problem solving.
- Self-motivated, committed, and hard working
- Teamwork, excellent inter-personnel relations with colleagues in cross functional areas
- Excellent communication and presentation skills

Personal Detail

Date of Birth : 14th April, 1987
Gender : Male
Residential Address : 646, Naiwado,Nr.,Chhabila Hanuman Temple, Raipur
Ahmedabad-380 001
Nationality : Indian
Marital Status : Married
Religion : Hindu
Language known : Hindi, English, Gujarati
Current CTC : Will be furnished on request.
References : Will be furnished on request.