



CURRICULUM VITAE

Sunil Kumar Saxena

Date: 22 April 2024

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PERSONAL DETAILS

Address: B-2303, Amaatra Homes, Knowledge Park V, Sector 10
Greater Noida West 201 306, UP. India

Date of Birth: 20th October 1954

Father's Name: Mr. Anand Prakash

EDUCATION:

- ✓ Master of Business Administration (MBA - Finance) from IGNOU, New Delhi, India
- ✓ P.G. Diploma in Financial Management (PGDFM) from IGNOU, New Delhi, India
- ✓ Bachelor of Commerce (B. Com) from Osmania University, Hyderabad, Telangana, India. - Passed 1975
- ✓ Schooling: The Air Force School, Subroto Park, Dhaula Kuan, New Delhi, India – Passed in 1971.
- ✓ Language proficiency: English and Hindi

Empanelment as a Linguist:

1. Empanelled with Tridindia IT Translation Services Pvt. Ltd as Editor, Proofreader and Translator for language pair Hindi and English. since Feb 2024. I have successfully executed several projects for Tridindia.
2. Empanelled with Anan Enterprises as a Translator for language pair Hindi and English since April 2024.

PROFESSIONAL EXPERIENCE AS A LINGUIST:

A. TRANSLATION FROM ENGLISH TO HINDI:

Name of the English Book: Shakti & Shiva

Author: Rakesh Mishra

Publisher: Blue Rose Publishers, New Delhi

ISBN: 978-93-90380-57-2 (Paperback, 283 pages)

Year of Publication: 2020

B. AS A TRANSLATOR, EDITOR AND AUTHOR FROM HINDI TO ENGLISH:

Book published in English: The First Call for Freedom: Unravelling 1857 in Lucknow

Authors: Dr Rakesh Kumar Bisaria and Sunil Saxena

Publisher: Atlantic Publishers & Distributors Pvt. Ltd., New Delhi

ISBN: 9788126936137 (Hardcover 314 pages)

Year of Publication: May 2023

C. AS A TRANSLATOR FROM HINDI TO ENGLISH:

Name of the Hindi Book: Lucknow Mandal Mein 1857 ka Swatantrata Sangram

Author: Dr Rakesh Kumar Bisaria

Publisher: Bharat Book Store, Lucknow

ISBN: 978-81-7678-280-7 (Hardcover, 540 pages)

Year of Publication: 2018

D. EDITOR AND PROOFREADER OF A BOOK IN ENGLISH:

Book published: Time We Change for A Better India

Author: Prahalad Rao

Publisher: Dev Prakashan, Delhi

ISBN: 97881865485286 (Hardcover 450 pages)

Year of Publication: 2018

E. PROFESSIONAL EXPERIENCE OF OVER 45 YEARS

- ✓ Long and comprehensive experience in Finance, Financial Planning, Accounts, MIS, Fund Management, Commercial etc.
- ✓ Rich experience in dealing with Banks, and Financial Institutions.

AREAS OF EXPERTISE**Global / Domestic Tendering Procedures**

- ✓ Complete Bidding Process for procurement of goods and services by way of International Competitive Bidding / Local Competitive Bidding comprising preparation of Bidding documents, evaluation of the Bids, selection of the successful Bidder and award of Contract.

Strategic Financial Management

- ✓ Heading profit centre operations and designing plans to achieve business objectives and ensure top-line and bottom-line profitability.
- ✓ Overseeing finance functions involving designing & implementing systems & procedures to facilitate internal financial controls.

Budgeting & MIS

- ✓ Formulating budgets and conducting variance analysis to determine the difference between projected & actual results and implementing corrective actions.
- ✓ Supervising the preparation of MIS reports and other statements to provide feedback to top management on financial performance viz. fund management, credit control, profitability, etc.

Fund Management

- ✓ Liaising and negotiating with banks and financial institutions for raising funds and non-fund-based facilities to meet working capital and long-term capital requirements.
- ✓ Monitoring the inflow & outflow of funds and ensuring optimum utilisation of funds.

Accounts & Auditing

Coordinating annual audits; and evaluating internal control systems/procedures.

ORGANISATIONAL EXPERIENCE:

**1. STEAG Energy Services (India) Pvt. Ltd., NOIDA
April 2008 till October 2020**

Retired at the post D.G.M. Commercial on 31.10.2016. Subsequently engaged as Consultant (Commercial Head) on the same assignments on a contractual basis up to 31.10.2020.

STEAG Energy Services is wholly owned by the STEAG Group based in Essen, Germany. It has project experience of approx. 2,000 staff members from 30 nations with projects in 80 countries as well as in their trademark – they are known worldwide for being the planning engineers with their own operating experience and for our roots in German engineering.

They provide cost-effective consultancy services of international standards by integrating the resources of the Parent Company and those of STEAG Energy Services India (SESI). SESI combines the best of the technology and professionalism of its German principles and a thorough knowledge and understanding of conditions in the power sector in India.

My area of responsibilities as a Consultant (Commercial) in the Projects Commercial and Contracts Group with STEAG comprised the following concerning the Energy Sector in India and abroad.:

Global / Domestic Tendering Procedures:

- ✓ Complete Bidding Process for procurement of goods and services by way of International Competitive Bidding / Local Competitive Bidding comprising preparation of Bidding documents, evaluation of the Bids, selection of the successful Bidder and award of Contract.
- ✓ Preparation/review of project documents
- ✓ Preparation, finalization and obtaining approval of client in respect of project procurement of supply and services and evaluation reports in respect of power plants.

Other consultancy services:

- ✓ studies related to tendering procedures and documentation.
- ✓ studies related to capacity building of state power utilities.
- ✓ project investment due diligence as part of lenders' engineering assignment:

During my employment with STEAG, I have also been entrusted with the following responsibilities:

- ✓ Issuance and monitoring of all Purchase orders/ Work orders/Contracts/Agreements/Bank Guarantees
- ✓ Supervising the procurement process.
- ✓ Contracts and Legal matters
- ✓ Financial / Commercial Due diligence of Global/Domestic investments related to Power Plants, current as well as proposed.
- ✓ Audit (Statutory & Internal Audit)
- ✓ Project Revenue monitoring and control.
- ✓ Project control and monitoring.
- ✓ Customs /Service Tax/Sales Tax matters.
- ✓ Debtors Control.
- ✓ Any other commercial/financial functions entrusted to me.
- ✓ Entrusted with the additional responsibility of training and grooming MBA Students specialising in Finance, from various institutes undergoing summer training in the company.

2. KTL Pvt. Limited, Kanpur, India

Feb 2007 till 31st Jan 2008

Dy. General Manager (Finance & Accounts)

The company is a large dealer of Maruti Suzuki cars, having a large establishment consisting of many showrooms, workshops etc. at Kanpur, Lucknow, and several other locations in the state of Uttar Pradesh. The company also partly owns a couple of factories at Kanpur, manufacturing/fabrication of metal components for Railways, BHEL and other prominent clients. The total turnover of the group exceeds Rs 250 crores.

- ✓ Heading the Finance & Accounts Department
- ✓ Responsible for all the activities related to Finance and Accounts of the Group
- ✓ Responsible for business planning and expansion programmes of the group.

3. Agarwal & Saxena, Chartered Accountants, Kanpur, India

April 2006 to Feb 2007

Principal- Banking & Finance

- ✓ Responsible for financial due diligence of NPA's of Public Sector Banks and other Corporations on behalf of ARCIL & ASREC.
- ✓ Responsible for planning and creation of systems involved in the entire due diligence and business valuation exercise.

4. LML Limited, Kanpur, India

September 1987 to March 2006

Manager (Finance)

- ✓ Engaged in a wide range of activities entailing the following activities:
 - Preparation of corporate business plans.

- Preparing proposals for raising long-term finance for various projects of the company including completion of pre-sanction and post-sanction formalities.
- Liaising with Banks and Financial Institutions at all levels.
- Carrying out the annual Renewal/ enhancement exercise for the working capital requirements of the company.
- Preparing and submitting periodic financial reports to Banks and Financial Institutions such as FFR, QIS, Stock Statements, Renewal Proposals for Working Capital requirements etc.
- Periodical analysis of the Profit & Loss Account and Balance Sheet of the Company.
- Capital Budgeting and Cash Flow Management.
- Foreign Currency Management.
- ✓ Entrusted with the additional responsibility of training and grooming MBA Students specialising in Finance, from various institutes undergoing summer training in the company.
- ✓ Instrumental in the computerisation of the Finance Department.
- ✓ Played a vital role in spearheading all the financial restructuring initiatives of the company.
- ✓ Actively involved in resource mobilisation for expansion projects of the company.
- ✓ Successful in renewing & enhancing working capital limits (fund & non-fund based).
- ✓ Coordinated Stock Audits and Special Audits conducted by various banks and financial institutions including Arthur Andersen, and PWC as well as Restructuring Packages prepared by consulting agencies like EY etc.
- ✓ Involved in the credit rating of the company involving liaison with credit rating agencies like ICRA and CRISIL.
- ✓ Assisting the Head of Finance in any other matter so required.

5. Polymer Papers Limited, Faridabad

July 1981 to August 1987

Executive – Accounts & Finance

- ✓ Maintenance of Books of Accounts
 - ✓ Finalisation of Accounts and Annual Audits
 - ✓ Sales Tax Assessments
 - ✓ Maintenance of Statutory Books
 - ✓ Any other activities related to Finance and Accounts entrusted.
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Previous Assignments

1980 to 1980 Kelbex International Limited, Faridabad - Accounts Assistant

1977 to 1979 Oriental Insurance Company, Kanpur - Trainee Inspector (Development Officer)

1976 to 1977 Escorts Limited, Faridabad - Sr. Assistant
