



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2024/ 961

17th April 2024

Sub. Placement opportunity for B.Tech, MBA and M.Sc students of GGSIP University of the batch passing out in 2024 in the company “Shree Cement Ltd.”

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for B.Tech, MBA and M.Sc students of GGSIP University of the batch passing out in 2024 in the company “Shree Cement Ltd.” for your reference and circulation to students to apply on given link by **19th April 2024**.

Registration Link – <https://forms.gle/mn3YG3k4qgBvenmy5>

Name of Company – Shree Cement Ltd.

Roles – Multiple

Designation: Trainee

Eligible Degrees –

1. B.Tech in Chemical, Civil, Electrical, Instrumentation and Mechanical Engineering
2. MBA in HR, Finance, Logistics, Procurement and Sales
3. M.Sc in Environment Management

Eligibility Criteria: All the applicants should have 60% or above in Grade X, XII, Diploma, Graduation or Post Graduation.

Work Location: PAN INDIA

Salary Packages & Benefits: Below is the approx. salary offered annually, the breakup & benefits that Shree Cement offers to its employees will be explained during the presentation call over a webinar.

- B.Tech: Upto INR 4.2 lpa
- MBA: Upto INR 5.0 lpa
- M.Sc: INR 3.5 lpa

Pre Placement Talk for this process of Shree Cement will be conducted for all eligible students on 19th April to give all the students idea about the roles offered. All eligible and interested students are required to attend the same as the registrations will be taken by company during the pre placement talk only.

Below are the details:

Event: Virtual Pre-Placement Talk

Date: 19th Apr'24

Time: 11:00 - 1:30 PM

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 213 392 418 376

Passcode: s3GUTm

For more information, please find attached Functional job description (JDs) for various roles available within Shree Cement.

LAST DATE FOR REGISTRATION IS **19th April 2024**.



(Dr. Nisha Singh)

Training and Placement Officer
CCGPC, GGS IP University

Company Profile & Website:

To provide a deeper understanding of Shree Cement, we have included company profile along with the link to website. This will offer a comprehensive view of company's operations, achievements, and the culture we nurture at Shree Cement.

Shree Cements LinkedIn: [Shree Cement Ltd.: Overview | LinkedIn](#)

Visit our official website to gain deeper insights into our company culture, values, and the impactful work we do: [Home | Shree Cement](#)

B.Tech Civil (Technical Services) in Sales Function

1. Team/Function Objectives

- Provide technical expertise and support to the sales team to effectively promote and sell cement products.
- Develop and maintain strong relationships with key customers and specifiers.
- Identify and troubleshoot technical issues related to cement usage and application.
- Contribute to the development of new technical solutions and product applications.
- Build and maintain a strong understanding of the competitive landscape and market trends.
- Support the sales team in achieving its revenue and sales volume targets.

2. Team/Function KPIs

- Customer satisfaction with technical support.
- Number of technical queries resolved within the target timeframe.
- Number of new leads generated through technical support activities.
- Number of new customer projects secured with technical assistance.
- Contribution to the achievement of sales team targets.
- Participation in continuous improvement initiatives for the technical services function.

3. Key Roles & Responsibilities

- Provide technical support to the sales team on product specifications, applications, and competitor analysis.
- Develop and deliver technical presentations and training programs for customers and specifiers.
- Conduct site visits to assess customer needs and recommend appropriate solutions.
- Assist in the preparation of technical proposals and tender documents.
- Collaborate with the engineering and production teams to develop new technical solutions.
- Stay abreast of the latest industry trends and technological advancements in the cement industry.

- Prepare and analyze technical reports and data.
- Maintain accurate and up-to-date technical documentation.
- Attend industry events and conferences to network with potential customers and partners.
- Develop and maintain strong relationships with key customer contacts.
- Identify and troubleshoot technical issues related to cement usage and application.
- Develop and implement new technical solutions to address customer needs.
- Provide technical training and support to internal stakeholders.
- Participate in the development and implementation of new technical initiatives.
- Manage and maintain technical databases and records.
- Generate and submit technical reports and documentation.
- Perform other duties as assigned.

Environmental Specialist (M.Sc. Environment)

Team/Function Objectives:

- Ensure compliance with all environmental regulations and permits.
- Minimize the environmental impact of cement manufacturing operations.
- Promote sustainable practices and resource conservation within the organization.
- Develop and implement environmental management systems and programs.
- Maintain accurate records and data related to environmental performance.
- Collaborate with other departments to achieve environmental goals.

Team/Function KPIs:

- Environmental compliance rate (number of non-compliance incidents).
- Reduction in greenhouse gas emissions and other pollutants.
- Water and energy consumption per ton of cement produced.
- Waste generation and recycling/disposal rates.
- Improvement in environmental management system effectiveness (e.g., audit scores, corrective action implementation rate).

Key Roles & Responsibilities:

- Environmental Permitting and Compliance:
 - Monitor and update environmental permits and licenses.
 - Conduct environmental audits and inspections.
 - Prepare and submit environmental reports to regulatory agencies.
 - Respond to inquiries and requests from regulatory agencies.
 - Identify and implement corrective actions for non-compliance issues.
- Environmental Management System:
 - Develop and implement environmental management system (EMS) documentation and procedures.
 - Conduct internal EMS audits and reviews.
 - Manage and track environmental data and performance metrics.
 - Prepare and update environmental management plans.
 - Train employees on environmental awareness and best practices.
- Pollution Prevention and Control:

- Develop and implement strategies to minimize emissions and waste generation.
- Implement pollution control technologies and equipment.
- Monitor air, water, and noise pollution levels.
- Investigate and resolve environmental complaints.
- Manage and dispose of hazardous waste in accordance with regulations.
- Resource Conservation:
 - Develop and implement programs to reduce water and energy consumption.
 - Promote recycling and reuse of materials.
 - Investigate and implement alternative fuel and raw materials.
- Sustainability Initiatives:
 - Develop and implement sustainability goals and objectives.
 - Identify and manage environmental risks and opportunities.
 - Participate in industry sustainability initiatives and programs.
 - Collaborate with external stakeholders on environmental issues.
- Project Management:
 - Manage assigned environmental projects from start to finish.
 - Develop and manage project budgets and schedules.
 - Communicate project updates to stakeholders.
 - Prepare and deliver project reports and presentations.
- Reporting and Documentation:
 - Prepare and submit environmental reports to management.
 - Maintain accurate records of environmental data and activities.
 - Develop and maintain environmental management system documentation.
- Other Duties:
 - Stay up-to-date on changes in environmental regulations and best practices.
 - Participate in professional development opportunities.
 - Perform other duties as assigned.

GET (B.Tech Industrial)

Team/Function Objectives:

- Implement and optimize industrial processes to ensure efficient and sustainable cement production.
- Analyze and troubleshoot production issues to identify and resolve root causes.
- Develop and implement process improvement initiatives to enhance productivity and reduce costs.
- Ensure compliance with all relevant safety, environmental, and quality standards.
- Manage and maintain equipment to optimize uptime and performance.
- Contribute to the continuous improvement of the production process through data analysis and innovation.

Team/Function KPIs:

- Production efficiency (tons of cement produced per hour)
- Production cost per ton
- Quality control pass rate
- Safety incident rate
- Environmental compliance rate
- Equipment uptime rate
- Project completion rate

Key Roles & Responsibilities:

- Process Engineering:
 - Analyze and model industrial processes to identify optimization opportunities.
 - Develop and implement process improvement initiatives, such as process automation and control system upgrades.
 - Design and conduct experiments to test process improvements.
 - Document process procedures and specifications.
- Production Troubleshooting:
 - Investigate and diagnose production issues to identify root causes.

- Develop and implement corrective action plans to resolve production problems.
 - Monitor production KPIs and identify potential issues.
 - Coordinate with other departments to resolve production problems.
- Quality Control:
 - Conduct quality control tests on raw materials, in-process products, and finished products.
 - Ensure compliance with all relevant quality standards.
 - Investigate and identify the root causes of quality problems.
 - Implement corrective action plans to prevent quality problems.
- Safety and Environment:
 - Implement and enforce safety procedures in the workplace.
 - Conduct safety audits and inspections.
 - Investigate and report safety incidents.
 - Comply with all relevant environmental regulations.
 - Develop and implement environmental management plans.
- Equipment Management:
 - Manage and maintain plant equipment to ensure optimal performance.
 - Develop and implement preventive maintenance schedules.
 - Conduct equipment inspections and repairs.
 - Identify and prioritize equipment upgrades.
- Project Management:
 - Manage and execute small-scale project related to process improvements and equipment upgrades.
 - Develop project plans and schedules.
 - Monitor project progress and identify any potential risks or issues.
 - Report project status to stakeholders.
- Data Analysis and Innovation:
 - Analyze production data to identify trends and opportunities for improvement.
 - Develop and implement data-driven solutions to production problems.
 - Stay up-to-date on the latest industrial technologies and trends.
 - Identify and propose innovative solutions to improve production efficiency and sustainability.

Job Description: B.Tech Chemical Engineer - Process Department

1. Team/Function Objectives:

- Optimize production processes: To continuously improve plant efficiency, minimize downtime, and maximize clinker and cement output within quality and environmental guidelines.
- Maintain product quality: To ensure consistent production of cement that meets all desired specifications and customer requirements.
- Reduce production costs: To identify and implement cost-saving measures in raw material consumption, energy usage, and waste generation.
- Improve environmental performance: To minimize environmental impact of the manufacturing process through emission control, waste management, and resource optimization.
- Ensure plant safety: To strictly adhere to safety protocols and procedures to prevent accidents and ensure the well-being of all personnel.

2. Team/Function Key Performance Indicators (KPIs):

- Clinker production volume: Achieve and exceed monthly and annual clinker production targets.
- Cement quality: Maintain consistent cement quality within defined specifications (e.g., strength, setting time, fineness).
- Plant efficiency: Improve overall plant efficiency (e.g., clinker-to-cement ratio, fuel consumption per unit) over time.
- Production cost: Reduce production costs per unit of cement compared to set benchmarks.
- Environmental compliance: Comply with all environmental regulations and emission standards.
- Safety record: Maintain a zero-accident record within the department.

3. Key Roles & Responsibilities:

- Monitor and analyze process data: Collect and analyze data from process sensors and equipment to identify areas for improvement and ensure optimal operation.

- Implement process optimization initiatives: Participate in identifying and implementing process improvement initiatives, such as recipe adjustments, equipment upgrades, and operational changes.
- Troubleshoot and resolve production issues: Analyze and troubleshoot production problems, diagnose root causes, and recommend solutions to maintain smooth operation.
- Manage raw material quality and inventory: Monitor raw material quality, optimize blending techniques, and ensure efficient inventory management.
- Conduct preventative maintenance: Participate in preventative maintenance activities for process equipment to ensure reliability and extend lifespan.
- Comply with safety regulations: Adhere to all safety protocols and procedures, actively identify and report potential hazards, and participate in safety training programs.
- Maintain accurate documentation: Maintain accurate records of process data, observations, and actions taken to ensure consistent operation and traceability.
- Liaise with other departments: Collaborate effectively with other departments, such as Quality Control, Maintenance, and Operations, to achieve department and company goals.

GET (Civil)

1. Team/Function Objectives:

- Contribute to the efficient and sustainable construction, maintenance, and repair of civil infrastructure within the cement manufacturing facility or colony space.
- Ensure compliance with all applicable building codes and safety regulations.
- Participate in project planning and execution, including budget management and resource allocation.
- Collaborate effectively with cross-functional teams to achieve project objectives.
- Proactively identify and address potential civil engineering issues.
- Contribute to the continuous improvement of civil engineering practices and procedures.

2. Team/Function KPIs:

- Project completion within budget and timeline constraints.
- Zero accidents or incidents related to civil engineering activities.
- Compliance with all applicable building codes and safety regulations.
- Improvement in civil infrastructure maintenance efficiency.
- Reduction in unplanned downtime due to civil engineering issues.
- Contribution to cost savings through innovative solutions and resource optimization.

3. Key Roles & Responsibilities:

- Assist in preparing and reviewing documents related to civil engineering projects, such as drawings, specifications, and reports.
- Conduct site inspections and assess the condition of existing civil infrastructure.
- Perform calculations and analysis to ensure the structural integrity of civil structures.
- Prepare bid documents and evaluate proposals from contractors.
- Oversee the work of contractors and ensure quality standards are met.
- Identify and recommend improvements to existing civil infrastructure.
- Develop and maintain accurate records of civil engineering activities.

- Participate in safety meetings and training programs.
- Stay up-to-date with current trends and developments in civil engineering.

Additional Responsibilities:

- May be required to work extended hours or weekends as needed.
- May be required to travel to different project sites.
- Willingness to learn and adapt to new technologies and processes.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proactive and results-oriented with a strong work ethic.

Job Description - GET (Electrical & Instrumentation) in Power Plant

1. Team/Function Objectives:

- Ensure the efficient and reliable operation of the power plant, minimizing downtime and maximizing energy production.
- Implement and maintain preventive maintenance programs for all electrical and instrumentation equipment.
- Identify and troubleshoot electrical and instrumentation problems quickly and effectively.
- Contribute to the continuous improvement of power plant performance through technical expertise and innovation.
- Adhere to all safety regulations and procedures.

2. Team/Function KPI:

- Power plant availability (percentage uptime)
- Mean time between failures (MTBF) of critical equipment
- Mean time to repair (MTTR) of electrical and instrumentation problems
- Specific energy consumption (kWh/ton of cement)
- Safety record (number of accidents and injuries)

3. Key Roles & Responsibilities:

- Assist in the operation and maintenance of electrical and instrumentation equipment, including:
 - Generators, transformers, switchgear, motors, and controls
 - Sensors, transmitters, controllers, and recorders
 - SCADA system
- Conduct routine inspections and preventive maintenance tasks
- Troubleshoot and diagnose electrical and instrumentation problems
- Perform corrective maintenance and repairs
- Implement and maintain preventive maintenance schedules and records
- Participate in the development and implementation of new procedures and policies
- Maintain accurate and up-to-date documentation
- Stay current with the latest electrical and instrumentation technologies and best practices

- Work safely and efficiently, adhering to all safety regulations and procedures
- Report any safety hazards or concerns immediately
- Participate in training programs to improve skills and knowledge
- Assist senior engineers with more complex tasks

GET (Electrical & Instrumentation)

Team/Function Objectives:

- Ensure the smooth and efficient operation of all electrical and instrumentation equipment within the cement manufacturing process.
- Implement and maintain preventative maintenance programs to minimize downtime and maximize equipment life.
- Identify and troubleshoot electrical and instrumentation problems quickly and effectively.
- Participate in the design, installation, and commissioning of new electrical and instrumentation systems.
- Contribute to the continuous improvement of electrical and instrumentation systems and processes.
- Maintain accurate and up-to-date records of all electrical and instrumentation activities.

Team/Function KPIs:

- Overall Equipment Efficiency (OEE) of electrical and instrumentation systems.
- Mean Time Between Failures (MTBF) of electrical and instrumentation equipment.
- Mean Time To Repair (MTTR) for electrical and instrumentation problems.
- Percentage of non-conformance reports related to electrical and instrumentation.
- Budget adherence for electrical and instrumentation maintenance and projects.
- Number of completed preventative maintenance tasks.
- Number of safety incidents related to electrical and instrumentation.

Key Roles & Responsibilities:

- Conduct routine inspections and preventive maintenance on electrical and instrumentation equipment.
- Respond promptly to equipment breakdowns and malfunctions.
- Identify and diagnose electrical and instrumentation problems.
- Repair and/or replace faulty electrical and instrumentation components.

- Calibrate electrical and instrumentation equipment according to established procedures.
- Assist with the installation, commissioning, and startup of new electrical and instrumentation systems.
- Review and update electrical and instrumentation drawings and documentation.
- Participate in the development and implementation of preventative maintenance programs.
- Identify opportunities for improvement in electrical and instrumentation systems and processes.
- Adhere to all safety regulations and procedures.
- Maintain accurate and up-to-date records of all electrical and instrumentation activities.
- Participate in training programs to stay current with the latest advancements in electrical and instrumentation technology.

GET (Mechanical) - Power Plant

1. Team/Function Objectives:

- Ensure the reliable and efficient operation of the captive power plant, maximizing uptime and minimizing operational costs.
- Implement and maintain preventative maintenance programs to optimize equipment performance and extend its lifespan.
- Identify and implement opportunities for energy saving and efficiency improvements.
- Contribute to the safe and environmentally sound operation of the plant.
- Adhere to all relevant safety regulations and procedures.

2. Team/Function KPIs:

- Plant availability: Percentage of time the plant is available for power generation.
- Plant efficiency: Ratio of power output to fuel input.
- Maintenance cost per unit of power generated.
- Number of unplanned outages.
- Environmental compliance: Adherence to all relevant environmental regulations and permits.
- Safety record: Number of accidents and injuries.

3. Key Roles & Responsibilities:

- Operation and monitoring of plant equipment, including boilers, turbines, generators, and auxiliaries.
- Troubleshooting and resolving mechanical and electrical problems.
- Performing routine maintenance tasks, including lubrication, inspections, and adjustments.
- Preparing and implementing preventative maintenance schedules.
- Identifying and implementing energy-saving opportunities.
- Maintaining accurate records of plant operations and maintenance activities.
- Adhering to all safety procedures and regulations.
- Assisting with plant shutdowns and startups.
- Contributing to continuous improvement initiatives.
- Reporting to the supervisor on all relevant matters.

Job Description - GET (Mechanical)

1. Team/ Function Objectives:

- Contribute to the efficient operation and maintenance of all mechanical equipment within the cement manufacturing plant.
- Ensure equipment reliability and uptime, minimizing production downtime and maximizing operational efficiency.
- Implement preventive maintenance plans and procedures to reduce potential equipment failures.
- Identify and recommend improvements to existing equipment and processes, leading to enhanced productivity and cost savings.
- Participate in the commissioning and startup of new mechanical equipment.
- Work collaboratively with other engineering disciplines to ensure seamless integration and operation of systems.

2. Team/ Function KPI & Metrics:

- Equipment Uptime: Achieve and maintain target equipment uptime as defined by departmental standards.
- Mean Time Between Failures (MTBF): Increase MTBF for key equipment by implementing effective preventive maintenance practices.
- Maintenance Cost per Ton: Reduce maintenance cost per ton of cement produced.
- Project Completion Rate: Successfully complete assigned projects within budget and schedule constraints.
- Safety Performance: Maintain a safe working environment and adhere to all safety regulations.

3. Key Roles & Responsibilities:

- Perform routine inspections and maintenance tasks on assigned equipment.
- Troubleshoot and diagnose equipment malfunctions, identifying root causes and implementing solutions.
- Prepare and implement preventive maintenance schedules and work orders.
- Maintain accurate records of equipment history, maintenance activities, and performance data.

- Analyze maintenance data to identify trends and opportunities for improvement.
- Participate in root cause analysis and corrective action implementation.
- Assist in the design, fabrication, and installation of new equipment.
- Prepare technical reports and documentation.
- Stay updated on industry best practices and advancements in mechanical engineering.
- Contribute to the continuous improvement of maintenance processes and procedures.
- Work effectively as part of a team and collaborate with other departments to achieve organizational goals.
- Adhere to all company safety policies and procedures.

GET (Mining) - Job Description

Team/Function Objectives:

1. Secure a consistent supply of high-quality raw materials to meet the cement production demands.
2. Optimize mining operations for efficiency, cost-effectiveness, and environmental sustainability.
3. Implement and maintain safe mining practices to ensure the safety and well-being of all employees.
4. Manage all aspects of the mining process, from exploration and permitting to extraction, transportation, and stockpiling.
5. Collaborate effectively with other departments (e.g., production, quality control) to ensure smooth and uninterrupted cement production.

Team/Function KPI:

1. Production: Tons of raw materials extracted per day/month/year, meeting or exceeding production targets.
2. Cost: Cost per ton of raw material mined, adhering to budgetary constraints.
3. Quality: Chemical composition of extracted materials meeting or exceeding quality specifications.
4. Safety: Incident rate and severity index, maintaining a safe working environment.
5. Environmental: Compliance with all environmental regulations and standards.
6. Inventory: Maintaining sufficient raw material stockpiles to meet production needs.

Key Roles & Responsibilities:

- Planning and scheduling: Develop and implement mining plans and schedules to ensure efficient operations and meet production demands.
- Exploration and resource evaluation: Identify and evaluate potential mining sites, conduct geological surveys, and estimate mineral reserves.
- Permitting and regulatory compliance: Obtain and maintain all necessary permits and licenses, comply with all environmental regulations, and manage environmental risks.

- Mine operation and supervision: Oversee all aspects of mining operations, including drilling, blasting, loading, and transportation of raw materials.
- Equipment maintenance and management: Ensure proper maintenance and repair of mining equipment to optimize performance and minimize downtime.
- Safety program management: Develop and implement safety programs and procedures, conduct safety training, and investigate accidents.
- Data analysis and reporting: Collect and analyze data on production, costs, quality, safety, and environmental performance, and prepare reports for management.
- Budgeting and cost control: Develop and manage mining budgets, track costs, and implement cost-reduction measures.
- Negotiation and contract management: Negotiate contracts with suppliers and contractors, and manage vendor relationships.
- Team leadership and development: Lead and motivate a team of mining professionals, and provide opportunities for training and development.

Job Description (MBA) - Logistics Department

1. Team/Function Objectives

- Optimize logistics operations to achieve cost efficiency and timely delivery of cement products.
- Develop and implement innovative logistics strategies to improve customer service and satisfaction.
- Manage and control logistics costs through effective sourcing, negotiation, and contract management.
- Ensure compliance with all applicable safety, environmental, and regulatory requirements.
- Contribute to the overall profitability and growth of the company.

2. Team/Function KPIs

- On-time delivery performance: Achieve targeted on-time delivery rate.
- Transportation cost per ton: Reduce transportation cost per ton.
- Inventory turnover: Maintain an inventory turnover.
- Logistics cost as a percentage of total revenue: Minimize logistics cost as a % of total revenue.

3. Key Roles & Responsibilities

- Develop and implement logistics plans and strategies.
- Manage and negotiate transportation contracts with carriers.
- Optimize transportation routes and modes.
- Plan and oversee warehousing and inventory management activities.
- Develop and maintain relationships with key stakeholders, including customers, suppliers, and carriers.
- Analyze and report on logistics performance metrics.
- Identify and implement cost-saving opportunities.
- Stay updated on the latest trends and developments in the logistics industry.
- Contribute to the development and implementation of new technologies in the logistics function.
- Mentor and develop junior staff members.

Job Description (JD) for MBA - Sales

1. Team/Function Objectives

- Implement and execute sales strategies to achieve annual revenue targets for assigned region/segment.
- Develop and maintain strong relationships with existing customers and distributors.
- Identify and acquire new customers to expand market share.
- Analyze market trends and competitor activities to adapt sales strategies and maintain competitive advantage.
- Contribute to the development and implementation of new sales initiatives and programs.
- Build and maintain a highly motivated and successful sales team.

2. Team/Function KPIs

- Revenue growth against target (monthly and yearly).
- Market share growth in assigned region/segment.
- New customer acquisition rate.
- Customer retention rate.
- Average order value.
- Number of successful sales proposals submitted.
- Sales team performance and motivation.

3. Key Roles & Responsibilities

- Develop and execute territory/segment-specific sales plans and forecasts.
- Prospect and qualify leads, identify customer needs, and develop competitive solutions.
- Conduct effective sales presentations and negotiations to close deals.
- Manage customer relationships and respond to inquiries and concerns promptly.
- Prepare and submit accurate sales reports and forecasts.
- Collaborate with marketing and other departments to support sales efforts.
- Identify and implement new sales opportunities and initiatives.
- Recruit, train, and coach sales team members.
- Monitor and analyze sales performance and identify improvement areas.

- Stay up-to-date on industry trends, competitor activities, and new product developments.

(MBA) Finance/Taxation Department

1. Team/Function Objectives

- Financial Management:
 - Develop and manage the financial strategy for the company, ensuring optimal allocation of resources and maximizing shareholder value.
 - Oversee financial reporting, including budgeting, forecasting, and financial analysis.
 - Maintain compliance with all relevant accounting standards and regulations.
- Tax Management:
 - Minimize the company's tax burden through strategic tax planning and compliance.
 - Stay up-to-date on all relevant tax laws and regulations.
 - Prepare and file accurate and timely tax returns.
 - Manage tax audits and appeals.
- Financial Operations:
 - Streamline financial processes and systems to improve efficiency and effectiveness.
 - Manage cash flow and working capital effectively.
 - Oversee the company's accounts receivable and accounts payable functions.
 - Ensure accurate and timely financial reporting.

2. Team/Function KPIs

- Financial Performance:
 - Return on equity (ROE)
 - Earnings per share (EPS)
 - Debt-to-equity ratio
 - Operating cash flow
 - Working capital ratio
- Tax Efficiency:
 - Effective tax rate
 - Tax compliance rate
 - Timeliness of tax filings
- Process Efficiency:

- Timeliness and accuracy of financial reporting
- Cash conversion cycle
- Accounts receivable turnover
- Accounts payable turnover
- Employee Satisfaction:
 - Employee engagement
 - Employee turnover

3. Key Roles & Responsibilities

- Financial Analysis:
 - Analyze financial data to identify trends, opportunities, and risks.
 - Develop financial models and forecasts.
 - Prepare reports and presentations for management.
- Financial Planning & Budgeting:
 - Develop the company's annual budget and financial plan.
 - Monitor and adjust the budget as needed.
 - Manage the forecasting process.
- Tax Planning & Compliance:
 - Develop and implement tax strategies to minimize the company's tax burden.
 - Prepare and file accurate and timely tax returns.
 - Manage tax audits and appeals.
- Financial Reporting:
 - Prepare and file financial statements in accordance with GAAP.
 - Develop and maintain financial reporting systems.
 - Oversee the internal audit process.
- Accounting Operations:
 - Oversee the day-to-day accounting operations of the company.
 - Manage the accounts payable and accounts receivable functions.
 - Ensure the accuracy and timeliness of accounting records.
- Project Management:
 - Manage the implementation of new financial systems and processes.
 - Track and manage project budgets and timelines.

MBA (HR)

Team/Function Objectives:

- Attract, develop, and retain top talent to support the company's growth and strategic objectives.
- Foster a positive and productive work environment that promotes collaboration, innovation, and engagement.
- Ensure compliance with all relevant labor laws and regulations.
- Develop and implement HR programs and initiatives that align with the company's business goals.
- Partner with business leaders to provide strategic HR advice and support.

Team/Function KPIs:

- Talent Acquisition: Time to fill open positions (TAT), % of internal promotions.
- Talent Development: % of employees participating in training programs, % of employees meeting performance goals.
- HR Compliance: Number of compliance violations, % of audits passed with no findings.
- Business Alignment: % of HR initiatives aligned with business goals, HR program effectiveness score.

Key Roles & Responsibilities:

- Talent Acquisition:
 - Develop and implement recruitment strategies to attract high-potential candidates.
 - Manage the entire recruitment process from sourcing to onboarding.
 - Build relationships with universities and professional organizations.
 - Develop and maintain employer branding initiatives.
- Talent Development:
 - Design and deliver training programs to develop employees' skills and knowledge.
 - Identify and develop high-potential employees.
 - Manage performance management process.
 - Create career development plans for employees.
- Employee Relations:

- Handle employee relations issues such as grievances, disciplinary actions, and terminations.
- Provide advice and support to managers on employee relations matters.
- Develop and implement employee engagement initiatives.
- Conduct employee surveys and focus groups to gather feedback.
- HR Compliance:
 - Ensure compliance with all relevant labor laws and regulations.
 - Conduct audits and investigations to ensure compliance.
 - Develop and maintain HR policies and procedures.
 - Provide training to employees on HR compliance issues.
- Business Alignment:
 - Partner with business leaders to understand their needs and develop HR strategies that support their goals.
 - Develop and implement HR metrics to track the effectiveness of HR programs.
 - Communicate HR initiatives and results to business leaders.
 - Provide HR expertise to business leaders on strategic decision-making.

(MBA) Procurement Department

1. Team/Function Objectives

- To ensure the timely and cost-effective procurement of all raw materials, equipment, and services required for the cement manufacturing process.
- To establish and maintain strong relationships with key suppliers and vendors.
- To implement and maintain best practices in procurement, including e-procurement systems.
- To optimize inventory levels and reduce procurement costs.
- To ensure compliance with all relevant procurement regulations and policies.

2. Team/Function KPIs

- Cost reduction: Optimize procurement costs per ton of cement produced.
- On-time delivery: Optimize on-time delivery rate for all procured goods and services.
- Quality: Ensure that all procured goods and services meet the required quality standards.
- Inventory turnover: Optimize inventory turnover ratio
- Supplier performance: Optimize satisfaction rating from key suppliers.

3. Key Roles & Responsibilities

- Develop and implement procurement strategies for all raw materials, equipment, and services.
- Identify and qualify potential suppliers and vendors.
- Negotiate and award contracts with suppliers and vendors.
- Manage supplier relationships and ensure performance meets expectations.
- Monitor and analyze procurement data to identify opportunities for cost savings.
- Develop and implement e-procurement systems and processes.
- Manage the procurement budget and ensure compliance with financial regulations.
- Keep abreast of market trends and developments in the procurement industry.
- Prepare and present reports on procurement activities to senior management.
- Lead and motivate the procurement team.