

08th September 2025,

To,

The Respected Principles | HODs | Placement Coordinators All the Departments of Gujarat University

# <u>Job Fair of – Adani Enterprises Ltd -2025</u>

Dear Students,

### Greetings from Gujarat University Placement Cell (GUPC)!

Gujarat University Placement Cell has invited "Adani Enterprises Ltd" for Campus Placements for our Graduates & post Graduates Students from all our Departments of Batch 2025.

**♣** Company Name: Adani Enterprises Ltd

**Qualification:** Any Graduates

**♣ Registration Link**: https://forms.gle/1wg6G3Qj28XqE9y97

**↓** Deadline: 08th September 2025 till 11:00 PM

**↓ Location**: CPC, Ground Floor, Aviation Department, Gujarat University.

**♣ Annual CTC:** (Training Period) 1 Year : 22,000₹ After 1 Year : 32,000₹-35,000₹



**No. Of Positions:** 15

**♣ Positions:** 1) Techno-Commercial / GDGC – Officer

2) Finance Executive

# **About Adani Enterprises Ltd:**

Adani airports refers to the airports managed and developed by Adani Airport Holdings Limited (AAHL), an Indian infrastructure company that operates several major airports, including Mumbai (CSMIA), Ahmedabad, Lucknow, Bangaluru, Jaipur, Guwahati, and Thiruvananthapuram, as well as the upcoming Navi Mumbai International Airport. AAHL is committed to enhancing airport infrastructure and aims to provide a seamless and digitally integrated passenger experience at all its facilities.

# **↓ Job Description:** Techno-Commercial / GDGC – Officer

To support the techno-commercial team in managing procurement coordination, vendor interactions, cost analysis, documentation, and commercial operations. This role is ideal for fresh graduates with a commerce or business background who are keen to build a career at the intersection of technical understanding and commercial strategy.

## **Key Responsibilities:**

#### ☐ Commercial Coordination:

- ➤ Assist in preparing and reviewing commercial documents such as purchase orders, contracts, and quotations.
- ➤ Coordinate with vendors and internal stakeholders for timely execution of commercial activities.



#### □ Cost & Cost &

- > Support in analyzing cost structures, vendor comparisons, and pricing trends.
- Maintain and update commercial databases and trackers.

#### ☐ Procurement Support:

- ➤ Help in vendor registration, documentation, and compliance checks.
- Assist in follow-ups for delivery schedules and payment processing.

#### ☐ MIS & amp; Reporting:

- ➤ Prepare periodic reports on procurement status, cost savings, and vendor performance.
- Support in audit documentation and internal reviews.

#### ☐ Cross-functional Collaboration:

- ➤ Work closely with finance, legal, and technical teams to ensure smooth execution of commercial processes.
- ➤ Participate in meetings and prepare minutes/action trackers.

## **↓** Job Description: Finance Executive

To support the finance team in executing core financial functions including budgeting, financial analysis, MIS reporting, and compliance. This role is ideal for a motivated MBA Finance fresher seeking exposure to corporate finance in a diversified business environment.

# **4** Key Responsibilities:

## ☐ Financial Planning & Analysis:

- ➤ Assist in preparation of budgets and forecasts.
- Support variance analysis and cost tracking.



### **■MIS & Reporting:**

- ➤ Prepare and maintain financial reports and dashboards.
- Ensure timely and accurate data consolidation for management reviews.
- ☐ Accounting & Compliance Support:
- > Assist in documentation and coordination for audits.
- > Support compliance with internal financial controls and regulatory requirements.
- ☐ Business Finance Coordination:
- > Liaise with business units for data collection and financial inputs.
- ➤ Help analyze financial performance metrics across verticals.
- ☐ Process Improvement:
- > Contribute to automation and digitization initiatives in finance processes.
- ➤ Identify opportunities for efficiency and accuracy improvements.

Regards,

**Dr. Kinjal Desai**Placement Officer (I/C)
Gujarat University