# Prantik Care The Earth Geo Info Solutions Pvt. Ltd

## Maa Mati Samaj

A Ministry of Corporate Affairs empanelled ISO 9001: 2015 Certified Private Limited Company Operating in the Federals of Remote Sensing, GIS, Information Technology & Survey Engineering

CIN No: U72200WB2016PTC217241; Registration No: 217241

GST Registration Number: 19AAICP8456G1ZW Udyam Aadhar Registration No: UDYAM-WB-04-0000121

> Format of Curriculum Vitae (CV) for Proposed Kev Professional Staff

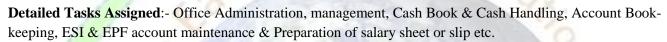
Position: Finance and Administrative Officer

Name of Firm: - Prantik Care the Earth Geo-info Solutions Pvt. Ltd.

Name of Expert: - Kumari Mumtak Lego

Profession: Management
Date of Birth: - 25/06/1985
Years with Firm/Entity: -2018
Nationalities: - Indian

Membership in Professional Societies: - Prantik Care The Earth



#### **Computer Proficiency**

Center : - Eastern Frontier Computer Institute (Itanagar)

Course : - Typing course 6 Months

**Knowledge** :- Typing.

Center : - MICE (Pasighat)

Course : - Diploma in Computer (6 Months)

Software Knowledge: - Fundamentals, Windows, Dos, Ms Word, Ms Excel, Ms Power Points, Internet & E-

mails, HTML & Digital media Concept

S1.	Name of the Examination	Board/Authority	Year of Passing	Percentage
No	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	a State of the		(%)
1	B.A	Rajiv Gandhi University	2008	44.5%
2	Higher Secondary	CBSC	2004	44 %
	Education			
3	Secondary Education	W.B.B.S.E	2002	40 %

#### **Employment Record:**

26 <sup>th</sup> February 2018' – Sept'20	Section Officer Finance: Prantik Care The Earth Geo	
	Info Solutions Pvt Ltd, Santiniketan, Birbhum, West	
	Bengal, India.	
	Job Role: Office Administration, management, Cash	
	Book & Cash Handling, Account Book-keeping, ESI &	
	EPF, Register Maintenance etc,.	
Oct'2020-Present	Finance Administrative Officer: Prantik Care The	
	Earth Geo-Info Solutions Pvt. Ltd., Santiniketan,	

Prantik Care The Earth Geo-Info Solutions Pvt. Ltd; Head Offc: 59 D, Adarsha nagar West, Kolkata-700061; Branch Office: 3/14, K B G Sarani, Prantik Township, Santiniketan, Birbhum, West Bengal

Email: <u>cso.pctegis@gmail.com</u>; <u>director.pctegis@gmail.com</u> Website: <u>www.pctegis.com</u>

Birbhum, West Bengal, and India.	
Job Role:- Office Administration, management, Cash	
Book & Cash Handling, Account Book-keeping, ESI &	
EPF account, Register Maintenance etc.	

### Languages:

Language Known	Reading	Writing	Speaking
English	Good	Good	Moderate
Hindi	Excellent	Good	Good

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

#### **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. If awarded the Contract, I undertake to work with this Firm only on this assignment.

[Signature of expert member]

[Signature of authorized representative of Firm]

Date: 15/07/2021

Full name of expert: Kumari Mumtak Lego

Full name of authorized representative: - Shri Amal Krishna Chakrabortti

Email: <a href="mailto:ceo@prantikcaretheearth.org">ceo@prantikcaretheearth.org</a>; <a href="mailto:info@prantikcaretheearth.org">info@prantikcaretheearth.org</a>; <a href="mailto:www.prantikcaretheearth.org">info@prantikcaretheearth.org</a>; <a href="mailto:www.prantikcaretheearth.org">info@prantikcarethe