

# 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 Key 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



**Detailed Tasks Assigned:-** Office Administration, management, Cash Book & Cash Handling, Account Book-keeping, ESI & EPF account maintenance & Preparation of salary sheet or slip etc.

### 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

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

### Employment Record:

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

Website: [www.pctegis.com](http://www.pctegis.com)

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