

1.	Proposed Position	:	Information Officer			
2.	Name of Firm	:	Consulting Engineers Group Ltd.			
3.	Name of Expert	:	Suraj Madaan			
4.	Current Residential Address	:	52 Adarsh Nagar, Sriganganagar (Rajasthan) - 335001			
	Telephone No.	:	+91 8700989814 / +91 9716826380			
	Fax No.	:	-----			
	Email Address	:	surajmadaan1992@gmail.com			
5.	Date of Birth	:	12 th February 1992	Citizenship: Indian		
6.	Education	:				
	Name of Institution / University		Degree Obtained	Year		
	Punjab Technical University		Master of Computer Applications (MCA)	2014		
	Maharaja Ganga Singh University, Bikaner		Bachelor of Computer Applications (BCA)	2012		
7.	Membership in Professional Associations	:	NIL			
8.	Other Training	:	NIL			
9.	Countries of Work Experience	:	India			
10.	Languages	:		Speak	Write	Read
			English	Good	Good	Good
			Hindi	Good	Good	Good

11.	Employment Record:		
	From: Feb 2021	To	Oct 2021
	Employer:		Kutumbh Care Pvt. Ltd.
	Position held:		Executive – Warehouse
	From: Apr 2019	To	Mar 2020
	Employer:		Mars Telecom Systems Pvt. Ltd.
	Position held:		Project Coordinator
	From: Mar 2018	To	Feb 2019
	Employer:		Datavise Management Services India Pvt. Ltd.
	Position held:		Project Coordinator cum MIS Executive
	From: Sep 2014	To	Oct 2016
	Employer:		Ready Roti India Pvt. Ltd.
	Position held:		Executive Logistics

12. Detailed Tasks Assigned:	13. Work Undertaken That Best Illustrates Capability to Handle the Tasks Assigned:
<p>Tasks are defined in Page No. 7-7 to 7-10 of RFP</p>	<p>01. Name of Project / Assignment: Warehouse Management for Den Network Pvt. Ltd.</p> <p>Month and Year: Feb 2021 to Oct 2021</p> <p>Location: Sri Ganganagar</p> <p>Client: Den Network Pvt. Ltd.</p> <p>Main Project Features: Inventory Handling, Cash Management</p> <p>Position Held: Executive – Warehouse</p> <p>Activities Performed:</p> <ul style="list-style-type: none"> • Inventory & Cash Management. • Make daily Report of task and transaction Report of sites to the seniors. • Reconciliation of cash and bank transaction with online software transaction. • Generation of MIS Reports. • Gathering various related informations and provide to client.
	<p>02. Name of Project / Assignment: Smart Raj Project (Online Report for all Municipal Work).</p> <p>Month and Year: Apr 2019 to Mar 2020</p> <p>Location: Sri Ganganagar</p> <p>Client: Municipal Council, Sri Ganganagar</p> <p>Main Project Features: Municipal Council work online: The objective of this project to create a state-wide integrated system, called “Smart Raj”, connecting all ULBs to provide all services on-line through single portal.</p> <ul style="list-style-type: none"> • Single Window Services to citizens on anytime, anywhere basis by increasing the efficiency and productivity of ULBs • Provide timely & reliable management information for effective municipal administration. • Improve citizen experience of the interactions with ULBs <p>Position Held: Project Coordinator</p> <p>Activities Performed:</p> <ul style="list-style-type: none"> • Gathering Data and requirement from municipal staff and analysis for software designing. • Give training to Municipal staff of the software and also give technical support. • Make daily Report of task and transaction Report of sites to the seniors. • Reconciliation of cash and bank transaction with online software transaction. • Preparing and Maintaining daily MIS reports through MS Excel. • Gathering all related information and provide to client.
	<p>03. Name of Project / Assignment: Swachha Survekshan 2019, Rajasthan - Swachh Bharat Mission for Urban Areas.</p> <p>Month and Year: Mar 2018 to Feb 2019</p> <p>Location: Sri Ganganagar & Hanumangarh</p> <p>Client: Municipal Council SGNR & Hanumangarh</p> <p>Main Project Features: The programme includes elimination of open defecation, conversion of unsanitary toilets to pour flush toilets, eradication of manual scavenging, municipal solid waste management and bringing about a behavioural change in people regarding healthy sanitation practices.</p> <p>Position Held: Project Coordinator cum MIS Executive</p> <p>Activities Performed:</p> <ul style="list-style-type: none"> • Real time Data Base Updating & Follow up of SBM. • Sites visit as per issues caused during electrification by State electrification board. • Monthly Review Meeting with Partners to analysis achievements & Targets assignment for next month. • Regular update on MIS Reports. • Monthly & Quarterly review based through excel dashboards & PPT. • Gathering all related informations and provide to client.

04. Name of Project / Assignment: Logistics & Transport handling for Ready Roti India Pvt. Ltd.

Month and Year: Sep 2014 to Oct 2016

Location: Greater Noida

Client: Ready Roti India Pvt. Ltd. (Harvest Gold Bakery Product)

Main Project Features: Logistics Handling, Order Management

Position Held: Executive Logistics

Activities Performed:

- Order Gathering from all clients and make consolidate Report.
- Check Ready stock and analysis require production stock.
- Inform required stock to production team.
- Arrange Logistics for despatch stock to client.
- Handle cash and cheques of sold stock.
- Preparing and Maintaining daily MIS reports through MS Excel.

14. Certification:

I, the undersigned, certify to the best of my knowledge and belief that.

- (i) This CV correctly describes my qualifications and experience.
- (ii) I am not a current employee of the Executing or the Implementing Agency.
- (iii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in Form TECH-6 provided team mobilization takes place within the validity of this proposal.
- (iv) I was not part of the team who wrote the terms of reference for this consulting services assignment.
- (v) I am not currently debarred by a multilateral development bank or temporarily suspended by ADB.
- (vi) I certify that I have been informed by the firm that it is including my CV in the Proposal for the **[Selection of Consulting Services for: Contract Management and Supervision Consultant] (Rajasthan Secondary Towns Development Investment Program Consultant, Package No. RSTDIP/CS/01)**. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

If the CV is signed by the firm's authorized representative, insert:

- (vii) I, as the authorized representative of the firm submitting this Proposal for the **[Selection of Consulting Services for: Contract Management and Supervision Consultant] (Rajasthan Secondary Towns Development Investment Program Consultant, Package No. RSTDIP/CS/01)**, certify that I have obtained the consent of the named expert to submit his/her CV, and that s/he will be available to carry out the assignment in accordance with the implementation arrangements and schedule set out in the Proposal, and confirm his/her compliance with paras (i) to (v) above.

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: 16th November 2022

(Signature of Expert or Authorized Representative of the Firms)

Place: Jaipur

Full Name of Authorized Representative: