

CURRICULUM VITAE

PERSONNEL DETAILS

NAME : RIMPA MONDAL GUIN
FATHER'S NAME : PANCHU GOPAL MONDAL
ADDRESS : 45/68, Bhuban Mohan Roy Road, P.O-Barisha, Kolkata-700008
DATE OF BIRTH : 23rd SEPTEMBER, 1991
CONTACT NO. : +91 9038702573
E-MAIL ID : mondal.rimpa777@gmail.com
CAREER OBJECT : To build up a prospective & positive career.



ACADEMIC QUALIFICATION (GENERAL & TECHNICAL):

EXAMINATION	BOARD	INSTITUTE	MARKS (%)
Secondary (10 th)	W.B.B.S.E	Barisha Girls' High School	59
Higher Secondary (12 th)	W.B.C.H.S.E	Barisha Girls' High School	55
Diploma in Mechanical Engineering (2011-2014)	W.B.S.C.T.E	A.P.C Roy Polytechnic, Jadavpur	82.3

VACATIONAL TRAINING : In **HINDUSTAN AERONAUTICS LTD (HAL)** on CNC Machines.
OTHER QUALIFICATION : Basic course in computer & Auto CAD.
JOB EXPERIENCE : Working as an **Associate Manager (Corporate)** at **SUNPOWER Energy Technologies Pvt. Ltd. (SUNSHINE Solar Group)** from 1st July, 2014 to present.

KEY SKILL


1. Preparation of Govt./PSU Tender.
2. Preparation of Techno-Commercial Proposal / Quotation.
3. Preparation of Attendance & salary wages monthly basis.
4. Working as Purchase In-charge in Procurement department, (From issuing the PO to making the GRN)
5. Preparation of Engineering Documents (Technical Design & Drawing) for Project execution.
6. Preparation of Estimated Project Budget and controlling the same.
7. Preparation of PCR and O&M Manual.
8. Working as HR supervisor - All HR related work.
9. Collection of weekly/monthly reports from individual depts. and maintaining the same in respective corporate files.
10. Keeping & maintaining various Confidential & Original documents.
11. Internal Meeting organizing, Individual job distribution.
12. Participating in different Conference/REI/trade fairs.
13. Directly reporting to MD.

INTEREST IN : Listening music, Classical dance (Kathak), Voyaging & Net surfing.
LANGUAGES KNOWN : Bengali, English, Hindi.
CURRENT CTC : Rs. 3.47 Lac/Annum

DECLARATION

I do hereby declare that all the statements made in the application are true, correct and if the event of any information being found false, incorrect or concealing the fact, my candidature may be cancelled at any stage without any notice and without assigning reason there of even after selection.

Place: Kolkata
Date: 14.09.2023


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(RIMPA MONDAL)