

PRAMOD KUMAR

Present Address: Pragati Toll, Behind Domino's Pizza, PO/PS-Jaigaon, Dist. – Alipurduar, West Bengal-736182

Permanent Address: C/o. Sh. Rajendra Sahani, Village Post- Harsher, P.S. – Shivaipatt, Dist. – Muzaffapur, Bihar – 843128

Mobile No.:+91-8515810812/9475516032 **Email ID:** pramodkumarsahani1982@gmail.com

PERSONAL DETAILS:

Date of Birth : 09.01.1982
Father's Name : Sh.Rajendra Sahani
Permanent Address : Village Post. – Harsher, P.S. – Shiwaipatt, Dist. – Muzaffapur, Bihar – 843128
Religion : Hinduism
Nationality : Indian
Marital Status : Married
Hobbies : Listening Music and Travelling.

Language Known

➤ **Speaking** : Hindi, English, Bengali, and Nepali
➤ **Writing** : Hindi and English

Educational Qualification: [B.Sc. General]

Name of Examination	Board/ University	Percentage of Marks	Grade/Division	Year of Passing
Secondary	BSEB, Patna.	46%	2 nd	1999
Higher Secondary (Science)	ISCE	78%	2 nd	2001
BSc (General)	University of North Bengal	54%	2 nd	2004

Technical Qualification:-

Jaigaon InfTech Pvt. Ltd, Jaigaon:

Name of the Course	Semester	Course Contents	% Of Marks.
C.I.C (Competent in Computer) with Quality Management	1 st , 2 nd & 3 rd (E)	Computer-overview, MsDos, Computer Concept, Ms-Word, Ms- Excel, Ms-Access, Quality Management, Ms- PowerPoint, Internet, Multimedia with Tally 2007,	72.5%.

Netcom Siliguri:

Name of the Course	Semester	Course Contents	% Of Marks.
DHA (Diploma in Hardware Application) & Networking Application	1 st , 2 nd 3 rd & 4 th	Fundamental of Hardware, PC Assembling, Software Installation, Peripheral Installation, Basic Electronics, Analog & Digital, Fault Finding of Printer, Monitor, SMPS, UPS Networking (Including Wireless Networking) with windows publishing	87.75%

PROFESSIONAL EXPERIENCE:

Executive - Administrative

GAMMON ENGINEERS AND CONTRACTORS PRAIVATE LIMITED, (PUNATSHANGCHHU H E P -I & II and MANGDECHHU HYDROELECTRIC PROJECT) BHUTAN from 01st June 2009 to Present

Company Profile:

- **Gammon Engineers and Contractors Private Limited in formally of Gammon India Limited** Veer Savarkar Marg, Prabhadevi, Mumbai 400025, India, An ISO 9001, Engineering Old one of the largest construction company involved in civil, Tunnel, Bridges, Dams, Laying Cross Country Pipelines, Tankages, Industrial civil construction, Highway Construction, Industrial Piping, Structural Works, Networking & Insulation work & Power Projects.

Area of Strength:

- Methodical ability to works under pressure and good interpersonal skills good knowledge about management

✚ Current Profile & Overall Responsibilities

- Obtaining renewal of Labour License as per the site requirement from Ministry of Labour Welfare.
- Settlement of complications arising on field with labours or unions as per labour laws as enforced.
- Dealing the issues of Infirmity and Accident with Police and Local MP MLC and Local Communities.
- Dealing the issues of death/casualty with Police and Local Communities and settled.
- Proceed to send of death body from site to native place of workers and staffs coordinate with Client and Indian embassy at Bhutan and other administrative agencies of Bhutan and India.
- Fixed of Basic Salary, Special Allowances and PPF of Officer workers and Staff
- Custom and immigration authorization for asset and manpower movement
- Dealing with ministry of Labour and Immigration for smooth movement of workforce across borders.
- Look after the processing of Temporary Contact License, Import License, Trade License registration of Vehicle for transporting of materials etc.
- Registration of Plant & Machinery, Motor Vehicles and processing and documentation.
- Obtaining of Insurance- Contactors All Risk Policy (CAR) Contactors Plant & Machinery Policy (CPM) Group Personal Accident Policy (GPA) Motor Insurance, Marine Cargo Special Voyage Policy, Health Policy, Employee PPF processing and documentation.
- Processing of Temporary Induction/De-Induction of Old & Used Material, Plant & Machinery, Vehicles and documentation.
- Processing of Tax Refunds of GST, BST, TDS, PIT, BSTEC, Import Duty Exemption Certificate and Customs Clearance of Materials Purchase from India & Third Country.
- Coordination for admission for employee's wards
- Appointment on Local Monthly Roll and Daily Muster Roll
- Preparation of Muster Roll LMR DMR staff and works distribute of Salary
- Coordination with Contract CELL for AMC. & Communication and Local Event Management
- General Storekeeping, Physical inspection. Stacking, issuing, condition monitoring, Maintaining minimum & Maximum level of critical & Fast moving items, Maintaining all store document (Store Ledger, DMR, Bin Card etc.) Day to day reporting to Concern In-charge, forwarding of materials invoice to Account.
- Reconciliation of Materials, Identification of Slow, on Moving & Scraps materials. Stock verification, dispatch of Non Moving & Surplus Materials to other Site as per Site as per Site requirement.

✚ LDC – TATA HYDROELECTRIC PROJECT AUTHORITY BHUTAN, Phuentsholing, Office of the Liaison Officer from 1st March 2005 to 31st May 2009

✚ Company Profile ::

Tala Hydroelectric Power Station 1020 MW is a run-of-the-river type hydroelectric power station on the Wangchu River in Chukhha District, Bhutan. The station consists of a 92-metre tall gravity dam which diverts water through a 22 km long headrace tunnel to the power station which contains six 170 MW Pelton turbine-generators.

- Processing of Temporary Contact License, Import License, Trade License registration of Vehicle for transporting of materials etc.
- Customs Clearance of Materials Purchase from India & Third Country processing and documentation with good relation and communication there offices and staffs at RRCO
- Processing of Refunds of BST, TDS, PIT, BSTEC, Import Duty Exemption Certificate and Customs Clearance of Materials Purchase from India & Third Country processing.

✚ Compensation and benefits and facilities:

- A) Family Accommodation
- B) Transportation for official works and Mobile Expenditure
- C) Salary as par Company norms with accommodation.

I do hereby declare that the information furnished above are true to best my knowledge.

-Sd-

(Prmod Kumar)