LATEST BIO-DATA

1. Name of the applicant:- **SRI TARUN KUMAR MAZUMDAR.**

2. Permanent address:- 98/4, K.N.CHATTERJEE LANE, P.O.SHIBPUR, DIST-HOWRAH(W.B.), PIN CODE-711102(INDIA).

3. Date of Birth(AS PER MADHYAMIK EXAM. CERTIFICATE):- 12.01.1961.

4. Father's name:- LATE JOGESH CHANDRA MAZUMDAR.

5. Whether belongs to SC/ST/OBC/ESM/PH ETC:-**SC.**

6.Nationality:- INDIAN

7.Religion:- HINDU.

8.Marital status:- MARRIED.

9. Mobile No:-91+9432561671/7980432308

10.E-Mail Address:-tarunmajumder91@gmail.com

11. **Date of retirement from Govt. of India job:- 31.01.2021**

12. Educational qualifications:- (I)PASSED "**B.SC." EXAMINATION(37%)** FROM THE UNIVERSITY OF CALCUTTA WITH THE SUBJECTS BOTANY, ZOOLOGY, PHYSIOLOGY AND ENGLISH IN THE YEAR OF 1985.

(II) PASSED **"B.A." EXAMINATION(33%)** FROM THE UNIVERSITY OF CALCUTTA WITH THE SUBJECT ECONOMICS IN THE YEAR OF 1988.

(III)PASSED **"TEST OF PROFICIENCY COURSE IN ENGLISH LANGUAGE"** (55%)FROM THE CIEFL(A GOVT. OF INDIA ENTERPRISE), HYDERABAD-500007, IN THE YEAR OF 2000.

(IV)PASSED **"DIPLOMA IN PORT DEVELOPMENT AND MANAGEMENT(2 YEAR'S COURSE)"(60%)** FROM THE INSTITUTE OF RAIL TRANSPORT, NEW DELHI, IN THE YEAR OF 2003.

(V)PASSED **"DIPLOMA IN EXPORT MANAGEMENT COURSE"(52%)** FROM THE NATIONAL INSTITUTE OF EXPORT MANAGEMENT, CHENNAI, IN THE YEAR OF 2003.

(VI)PASSED **"DIPLOMA IN INFORMATION TECHNOLOGY LAW & MANAGEMENT COURSE"(50%)** FROM THE S.I.S.I, GOVT. OF INDIA, CHENNAI, IN THE YEAR OF 2004.

(VII) PASSED "**PRAVEEN(HINDI) CERTIFICATE COURSE"(70%)** IN THE YEAR OF 2005 FROM THE HINDI DIRECTORATE(GOVT. OF INDIA), NEW DELHI, IN THE YEAR OF 2005.

(VIII) PASSED "**PRAGYA(HINDI) CERTIFICATE COURSE"** (74%)IN THE YEAR OF 2006 FROM THE HINDI DIRECTORATE(GOVT. OF INDIA), NEW DELHI, IN THE YEAR OF 2006.

(IX)PASSED **MBA(INTERNATIONAL BUSINESS) COURSE(60%)** FROM THE INDIAN INSTITUTE OF FOREIGN TRADE (A GOVT. OF INDIA ENTERPRISE UNDER THE MINISTRY OF COMMERCE & INDUSTRY), NEW DELHI IN THE YEAR OF 2011.

(X)PASSED **"LLB(3 YEAR's COURSE)" (45%)**FROM THE UNIVERSITY OF BURDWAN IN THE YEAR OF 2011.

(XI) PASSED **"LLM(2 YEAR's COURSE)" (51%)**FROM THE UTTARAKHAND OPEN UNIVERSITY (A PUBLIC UNIVERSITY)(HALDWANI, NAINITAL, UTTARAKHAND), IN THE YEAR OF 2024.

(XII)PASSED **"SKILL COURSE IN THE ENGLISH LANGUAGE AT THE LEVEL OF IMPACT INTERMEDIATE COURSE"(80%) FROM THE** BRITISH COUNCIL(KOLKATA) IN THE YEAR OF 2014.

(XIII)I HAVE PARTICIPATED IN THE **4-WEEK ON-LINE TRAINING PROGRAMME ON DIGITAL FORENSICS** ORGANISED BY UTTARAKHAND OPEN UNIVERSITY(HALDWANI) AND CEMCA(NEW DELHI).

(XIV)I HAVE PARTICIPATED AS A SUCCESSFUL CANDIDATE IN THE HINDI WRITING COMPETITION FROM 09.09.15 TO 14.09.15 AT THE HINDI WEEK ORGANISED BY THE CALCUTTA DOCK LABOUR BOARD, KOLKATA-700001.

(XV) I HAVE PARTICIPATED IN THE **TWO-DAYS NATIONAL WEBINAR ON THE OCCASION OF CELEBRATING "BHARAT KA AMRIT MAHOTSAV" HELD ON AUGUST 27-28, 2021** ORGANISED BY UTTARAKHAND OPEN UNIVERSITY(HALDWANI).

(XVI) I HAVE PARTICIPATED IN THE "**ONE-DAY NATIONAL WEBINAR ON THE NATIONAL EDUCATION POLICY 2020 & SOCIAL WORK PROFESSION: WITH SPECIAL REF. TO NATIONAL COUNCIL FOR SOCIAL WORK EDUCATION BILL' 2021"** HELD ON 31st JULY'2021 ORGANISED BY UTTARAKHAND OPEN UNIVERSITY(HALDWANI) & CENTRAL ZONE OF NCSWE-UTTARAKHAND CHAPTER.

(XVII) I HAVE PARTICIPATED IN THE TRAINING PROGRAMME OF **"OCCUPATIONAL SAFETY & HEALTH"** FROM 16.12.2002 TO 18.12.2002 ORGANIZED BY **THE CALCUTTA PORT & DOCK WORKER'S TRAINING INSTITUTE, KOLKATA.**

13. Details of Employment :- (I) I HAVE WORKED AS A "**MANAGER (ADMINISTRATION)"** UNDER M/S. MUKHERJEE TRADERS (P) LTD, BERHAMPORE(W.B.), PIN- 742101, SINCE 01.01.80 TO 31.12.85 WITH A CONSOLIDATED SALARY OF Rs.7000/-(Rs. SEVEN THOUSAND ONLY) PER MONTH.

(II) I HAVE WORKED AS A "**SENIOR MANAGER (ADMIN ISTRATION)"** UNDER M/S. MUKHERJEE TRADERS (P) LTD, BERHAMPORE(W.B.), PIN- 742101, FROM 01.01.86 TO 31.12.93 WITH A CONSOLIDATED SALARY OF Rs.10000/-(Rs.TEN THOUSAND ONLY) PER MONTH. I LEFT THE COMPANY FOR BETTER PROSPECT.

(III) I HAVE WORKED UNDER THE CALCUTTA DOCK LABOUR BOARD(AN AUTONOMOUS BODY UNDER THE MINISTRY OF SHIPPING, GOVT. OF INDIA, KOLKATA-700001), AS A "**SECTION OFFICER(SECRETARIAT)"** (CLASS-II POST) FROM 10.03.1994 TO 31.01.2021 WITH REPUTATION. **I HAVE RETIRED FROM THIS ORGANIZATION W.E.F. 31.01.2021. MY LAST SCALE OF PAY WAS Rs. 36500-88700/- AND MY LAST BASIC PAY WAS Rs. 86100/-. MY LAST GROSS EMOLUMENTS WAS Rs.129188/-(Rs. ONE LAKH TWENTY NINE THOUSAND ONE HUNDRED EIGHTY EIGHT ONLY) PER MONTH.**

**** (PLEASE NOTE THAT MY LAST PAY SCALE, LAST BASIC PAY & LAST GROSS EMOLUMENTS WOULD BE CHANGED VERY SHORTLY AS PER THE ORDER OF THE HON'BLE CALCUTTA HIGH COURT(VIDE WPO No. 129 OF 2020).**

14. Additional details, if any :- **I POSSESS 41 YEARS(Approx.) OF EXPERIENCE IN THE DOMAIN AREA OF ADMINISTRATION BOTH IN THE PUBLIC AS WELL AS PRIVATE SECTORS TAKEN TOGETHER.** I possess strong administrative skills with an ability to interact closely with academicians and researchers, Policy makers, corporate sector and also multinational organizations. Besides this, I have administrative experience/knowledge to play the leading role in enhancing good work culture, dynamic learning ambiance and ethos of knowledge creation and transmission. I also possess demonstrated capability in fund raising for Institutions building. In addition to this, I possess sufficient experience in the Secretarial work as I have been working in the Secretariat Deptt. of my office presently since long. I POSSESS OVERALL SUFFICIENT KNOWLEDGE ABOUT THE INTERNATIONAL BUSINESS. **I KNOW FRENCH LANGUAGE IN ADDITION TO THE LANGUAGES BENGALI, HINDI & ENGLISH.**

I POSSESS 26 YEARS+ EXPERIENCE IN THE KOLKATA PORT(BOTH IN THE OPERATION DEPARTMENT AND IN THE ADMINISTRATION DEPARTMENT). I POSSESS EXTENSIVE KNOWLEDGE IN THE DOMAIN AREA OF PORT DEVELOPMENT & MANAGEMENT.

HENCE, FROM THE THEORETICAL KNOWLEDGE AS WELL AS PRACTICAL EXPERIENCE IN THE PORT SECTOR(BOTH IN THE DOMAIN AREA OF OPERATION AND ADMINISTRATION), I REALIZE THE FACT THAT CUSTOMER SATISFACTION, SAFETY, SECURITY AND PUNCTUALITY ARE THE MOST IMPORTANT INGREDIENTS FOR THE TOTAL DEVELOPMENT AS WELL AS MANAGEMENT OF A PORT. IF I FOLLOW
THE STRICT RULE(S) FOR THE IMPLEMENTATION OF THE ABOVE FOUR OBJECTIVES OF THE ORGANIZATION, I CAN EASILY FULFILL THE ULTIMATE DEMAND OF THE INTERNATIONAL AS WELL AS DOMESTIC CUSTOMERS WITHIN A VERY SHORT TIME. THUS, I CAN ALSO RAISE/UPLIFT THE INCOME CAPACITY OF THE CONCERNED PORT.

I POSSESS ALSO EXTENSIVE KNOWLEDGE AS WELL AS EXPERIENCE IN THE DOMAIN AREA OF LEGAL MATTERS.

In addition to this, I also possess sufficient knowledge and experience in the area of Project formulation, Business Management, Marketing etc. in a Private organization where I have worked with reputation before joining in my present organization.

From the above points, it is evident that I possess sufficient experience as well as knowledge in the domain area of Administration, Project Formulation, Business Management, Marketing, Securities market, Stock Exchange, monitoring, evaluation, research and partnerships. I also possess good understanding of use of technology in education/training and international good practice in skill development etc. I also possess capability in managing a financially-viable institution of high repute engaged in management training, and consultancy with national and international organizations. I have also proven capability in building a strong team and instill in them sense of the future.

Besides this, I also possess extensive knowledge in the area of R&D institutions/Academic institutions/industry/decentralized sector and transfer of technology. **Moreover, I have also overall managerial experience in the capacity of Head of an Organization/Department**.

I also possess familiarity with procedures of modern management techniques with a clear vision in projection as well as preparing five years Plans and Budgets and to be able to articulate policy matters and adequate experience in conducting meetings. I also possess experience of working in the Secretariat and I am capable of handling council meeting, drafting of resolution, agendas related with the educational/research matters independently as well as a skill to implement the same into action. I have also proficiency in e-governance, e-procurement, office automation, RTI matters, and provisions of general financial rules. I am also skilled in public relations as well as to interact with the scholars, scientists, scientific assistants, trade unions etc. I also possess sufficient experience as

well as knowledge in the domain of Personnel & Administration, Project Formulation, Business Management, Public Relations, Logistics & Transportation, Stores Management, Procurement, Marketing, experience of administrative practices, Human Resource Management, statutory functions and knowledge of handling legal matters **etc.**

Besides this, I also possess 13-years managerial experience in translational work of research into product in Industry, association and similar organizations. **I possess wide experience in the area of Export Promotion, Foreign Trade Policy, independent liaising with various Govt. Departments,and Ministries at Central & State Governments. I also possess sufficient knowledge in the area of Export Promotion Councils etc.**

I also possess gravitas and commanding respect, ability to interact comfortably with eminent and senior professors, professionals, students, collaborators, and other stake holders.

I also possess basic understanding of the concept of incubation, entrepreneurship and innovation. I have been an active player in the startup ecosystem. I have marketing skills in advertisement, publicity through direct and online modes, event management capabilities, networking capabilities with diverse stakeholders etc. I also possess strong team-building and people-management skills, with ability to set priorities and manage operations. I have knowledge of stages for start-ups, Government-sponsored funds for start-ups, statutory framework, term sheets, etc. I possess incubation-related research and analytical skills, with knowledge of various industries and emerging technologies. I have experience with interaction with Government agencies. I possess strong computer skills, with experience in Microsoft Word, Excel, Power Point, Project, Outlook etc. I also possess the capabilities of team player and consensus-builder at Board level and across employees. I possess also the capacity of mindset of an institution building**. Besides above, I also possess adequate knowledge in the problems relating to engineering, finance, commerce, economics, law and management**. In addition to the above, I also possess the following skills:-(I)Ability to provide strong leadership, vision and strategic direction. Stronganalytical and problem solving capabilities. I am efficient in implementing strategic plans with the boards of directors.

(II) I possess demonstrated knowledge of standards and best practices for museums, nonprofits, or similar organisations, as well as a history of involvement in relevant professionalorganisations.

(III) I possess strong record of success in fund raising and audience development. (IV) I am efficient in writing and public

speaking. (V) I have sufficient knowledge to work cooperatively, creating an effective partnership with the board of directors, enabling them to discharge their governance responsibilities and seek their engagement in sharing their skills, expertise and work in pursuit of Museum on Prime Ministers of India's mission. (VI) I possess competency in managing museum operations. I also possess demonstrated knowledge to supervise as well as to work successfully with museum staff, volunteers, and diverse public constituencies. (VII) I have sufficient evidence of success in developing, managing, and growing an annual operating budget. I also possess strong business management skills, excellent planning, time management and decision-making skills. I have willingness to work on a variable schedule, including weekends and evenings, whenever required. In addition to this, I am also well conversant in the field of Estate/Land Management, Port Management, Export Management, IT Law & Management, International Business Management, Legal affairs Management, Canteen Management, CORPORATE COMMUNICATIONS, Vigilance matters, academic affairs, proper training with best placement of students in an academic institution of national level etc. for which I am very suitable for the post of Manager(Business Development & Corporate Relation) in the aforesaid esteemed organization, I think.

15. **I am interested to serve in the aforesaid esteemed organization on contract basis also.**

Date:-12.05.2026 Tarun Kumar Mazumdar

(Signature of the Candidate)