



COLLEAGUES CONSULTANTS PRIVATE LIMITED

A-Wing, First Floor, A-55/12, DLF Phase-I, Gurgaon (Haryana), India

Sr. No.	ROLES	WORK AREA	DESCRIPTION
1	Colleague Admin	ERP Control	User Verification, Role Assignment & Data Uploading
2	<u>Colleagues ROLE 1</u>	Corporate Governance	This is assigned Chairman, MD, Director & Senior Management of the Company
3	<u>Colleagues ROLE 2</u>	Operation Management	Technical, Operations & Management
4	<u>Colleagues ROLE 3</u>	Commercial & Accounts	Commercial, Accounts, Taxation, Confidential Spread Sheets, Guidelines & Protocols
5	<u>Colleagues ROLE 4</u>	Strategy & Planning	Company Long Term Strategy & Planning, Course Correction & Risk Mitigation
6	<u>Colleagues ROLE 5</u>	Business Development	Business Development, Marketing, Company Promotion
7	<u>Colleagues ROLE 6</u>	Mechanical & Design	Mechanical Engineering, Basic Science & Project Design (Mechanical)
8	<u>Colleagues ROLE 7</u>	Electrical & Instrumentation	Electrical & Instrument Engineering, Automation, Basic Science & Circuit Drawing
9	<u>Colleagues ROLE 8</u>	Civil Engineering	Civil & Structural Engineering, Basic Science & Civil Calculations
10	<u>Colleagues ROLE 9</u>	Cement Process Engineering	Chemical Engineering, Process Engineering, Basic Science & Plant Operation
11	<u>Colleagues ROLE 10</u>	Project Management	Project Management, Project Planning & Basic Commercial Terms
12	<u>Colleagues ROLE 11</u>	Human Resource Team	Human Resource, Personal, Office Administration, Recruitment, Labour Compliance
13	<u>Colleagues ROLE 12</u>	IT Services	Computer Hardware, Computer Software & Computer Peripherals
14	<u>Colleagues ROLE 13</u>	Purchase	Negotiations, Purchase Order, Work Order
15	<u>Colleagues ROLE 14</u>	Support Services	Support Services, Outdoor Works, Courier Services & Office Management
16	<u>Colleagues ROLE 15</u>	Interface Testing	Interface Testing , Trial Runs, Training ID