

R.K ASSOCIATES REPORTING MANAGER CHART (Updated on: 04.11.2024)

Resource Name	Designation	Primary Reporting Manager	Team Lead/ Mentor/ First Point of Contact (FPOC)
Mr. R.K. Agarwal	Chairman & Managing Director	NA	NA
Mrs. Vibha Agarwal	Sr. Vice President- HRD & Business Operations	Mr. R. K. Agarwal	NA
Mr. Mohit Agarwal	Sr. Vice President- Projects & Business Planning & Strategy	Mrs. Vibha Agarwal	NA
Mr. Anil Kumar	Chief Administrative Officer	Mr. Mohit Agarwal	NA
Mrs. Chetna Gupta	AVP - Business Operations, HR & Finance	Mr. Mohit Agarwal	NA
Mr. Paramjit Kumar	Sr. General Manager- Business Development, Engagements & Operations	Mr. Mohit Agarwal	NA
Mrs. Rajani Gupta	Asst. General Manager- Valuations	Mr. Mohit Agarwal	NA
Mr. Tarun Ghosh	Regional Manager - Business Development	Mr. Mohit Agarwal	NA
Mrs. Abhilasha Anand	Senior Manager - Business Monitoring, Compliances & Deliveries	Mr. Anil Kumar	Mrs.Chetna Gupta
Subhash Chauhan	Senior Manager - Business Development	Mr. Mohit Agarwal	NA
Mohd. Shahid	Manager - Business Development & Operations	Mr. Mohit Agarwal	NA
Abhinav Chaturvedi	Asst. Manager- Projects	Mrs. Rajani Gupta	Mrs. Abhilasha Anand
Ashil Baby	Engineer- Valuations	Mrs. Rajani Gupta	Mrs. Abhilasha Anand
Manmohan	Engineer-Valuation	Mrs. Rajani Gupta	Mrs. Abhilasha Anand
Atul Gola	Engineer-Valuation	Mrs. Rajani Gupta	Mrs. Abhilasha Anand
Yash Bhatnagar	Asst. Engineer- Valuations	Mrs. Rajani Gupta	Mrs. Abhilasha Anand
Deepak Kumar Singh	Asst. Engineer- Valuations	Mrs. Rajani Gupta	Mrs. Abhilasha Anand
Shubham	Asst. Engineer- Valuations	Mrs. Rajani Gupta	Mrs. Abhilasha Anand
Nischay Gautam	Trainee- Valuations	Mrs. Rajani Gupta	Mrs. Abhilasha Anand
Deepak Joshi (Dehradun)	Asst. Manager- Business Analysis	Mr. Mohit Agarwal	Mrs. Abhilasha Anand
Anit Bhanji (Mumbai)	Sr. Business Analyst	Mr. Mohit Agarwal	Mrs. Abhilasha Anand
Dhawal Vanjari (Mumbai)	Sr. Business Analyst	Mr. Mohit Agarwal	Mrs. Abhilasha Anand
Kishanu Sarkar (Kolkata)	Business Analyst	Mr. Tarun Ghosh	Mrs. Abhilasha Anand
Mr. Gaurav Kumar	Asst. Manager- FA Department	Mr. Mohit Agarwal	Mrs. Abhilasha Anand
Mr. Rachit Gupta	Sr. Financial & Market Research Analyst	Mr. Mohit Agarwal	Mr. Gaurav Kumar
Md. Umair	Asst. Manager: Audit	Mr. Mohit Agarwal	NA
Shivani	Audit Associate	Mr. Mohit Agarwal	Md. Umair
Ms. Kirti Singh	Asst. Manager - Strategic Business Engagement	Mr. Mohit Agarwal	Mrs. Chetna Gupta
Mr. Vikas Rawat	Sr. Incharge- Accounts & Administration	Mrs. Chetna Gupta	NA
Mr. Pushpendra Lakhera	Accounts Associate	Mrs. Chetna Gupta	NA
Mr. Jitender Malhotra	Receptionist	Ms. Kirti Singh	NA

Note:

1. Request everyone to adhere to the above reporting structure.

2. In case of any concern/ issues, resource is advised to first contact his FPOC & RM. Only in case of no resolution from FPOC & RM then report to CAO before moving further in the reporting Structure.

3. All administrative/operational/delivery issues can be brought in the knowledge of CAO.
4. FPOC will be responsible for the work allotment to their team in consultation with respective RM / CAO.
5. FPOC / CAO will be responsible to get the timely and quality deliveries from their team and also ensuring that teams are complying proper Standard Operating Procedures, Company Policies, Best Practices and other instructions issued from time to time.
6. Leave approval has to be done by FPOC & RM in consultation with CAO/ Sr. V.P based on the requirement and project dependencies.
7. TL/ Mentor/ FPOC can be treated as synonymous and can be treated as one. Where TLs are assigned from operations side as non-subject matter expert, it is in relation to work allotment, to resolve their administrative issues, resolving client issues, monitor performance and deliveries and ensuring adherence of SOPs in the work of the resource. For any technical issues related to their domain specific matter, resource can reach to the RM keeping TL in loop for getting the solution.
8. Where names of multiple TL/ Mentor/ FPOC is mentioned in the sheet against any resource, the person who is allotting the work may be treated as the TL/ Mentor/ FPOC for that specific matter. However anyone out of the mentioned TL/ Mentor/ FPOC may allot the work or check the status of the work.
9. In case resource reaches out to TL/ Mentor/ FPOC on any technical matter on which the concerned TL/ Mentor/ FPOC requires help from the domain expert, then the concerned TL/ Mentor/ FPOC may bring the matter in knowledge of domain expert/ RM in brief to get it resolved or on the advice of the domain expert/ RM may ask the Concerned resource to reach out the domain expert/ RM for that matter.
10. A person higher in the hierarchy to the reporting manager or from the management can always freely take any update or assign any work directly to the resource, which would be his/her duty to adhere to.
11. Your email signatures shall be according to the escalation matrix.