COSEC REPORTS

ENTERPRISE STRUCTURE

MATRIX

SECURITY SOLUTIONS

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Version 5
Release Date: Nov 24, 2016

Organization

			Matrix Comsec Pvt. Ltd.			
			Organization			
Run By:	**HR**					**Date: 7/29/2016**
Sr. No.	**ID**	**Code**	**Name**	**Description**	**Short Name**	**Default**
1	1	ORG1	Matrix HO	Head Office, 394-GIDC	HO	Yes
2	2	ORG2	Matrix R&D	R&D Center, 190-GIDC	R&D	Yes
3	3	ORG3	Matrix Factory	Manufacturing Unit, 19-GIDC	Factory	No

Branch

Run by: HR   Date: **29/07/2016**

Sr. No.	ID	Code	Name	Description	Short Name	Default
1	1	BRC1	Branch-1	394-GIDC, Makarpura	DFLTBRC	Yes
2	2	HO	MAKARPURA HO BRANCH	394-GIDC, Makarpura	MKPR_HO	No
3	3	FACSMT	WAGHODIA SAMARTH BRANCH	19-GIDC, Waghodiya	WAG_SAM	No
4	4	RNDSAM	R&D SAMARTH BRANCH	190-GIDC, Makarpura	R&D SAMARTH	No
5	5	RND	MAKARPURA R&D BRANCH	190-GIDC, Makarpura	MAKARPURA	No
6	6	FP	FIELD EMPLOYEES	Field	FIELD	No
7	7	HOSAM	HO SAMARTH BRANCH	394-GIDC, Makarpura	HO SAMARTH	No
8	8	FACMTX	WAGHODIA MATRIX BRANCH	19-GIDC, Waghodiya	WAGHODIA	No
9	9	HOJAY	HO JAY AMBE BRANCH	394-GIDC, Makarpura	HO JAY AMBE	No
10	10	RNDJAY	R&D JAY AMBE BRANCH	190-GIDC, Makarpura	R&D JAY AMBE	No

Department

			Matrix Comsec Pvt. Ltd.			
			Department			
Run by: HR						Date: 29/07/2016
Sr. No.	ID	Code	Name	Description	Short Name	Default
1	1	DPT1	Department-1	Dept. (HO)	Dep_1	Yes
2	2	ADMN	Administration	Admin Office	ADM	No
3	3	MKTG	Marketing	Marketing Team (Security and Telecom)	MKTG	No
4	4	SUPT	Support	Technical Support Team (24*7*365)	SUP	No
5	5	ACC	Accounts	Accounts Team	ACC	No
6	6	LOG	Logistics	Logistics and Dispatch	LOG	No
7	7	TEST	Testing	Testing (Factory)	TEST	No
8	8	ASSY	Assembly	Assembly (Security and Telecom)	ASS	No
9	9	PACK	Packaging	Packaging (Security, Telecom)	PACK	No
10	10	PUR	Purchase	Purchase and Vendor Development	PUR	No
11	11	QC	Quality Control	Quality Check and Quality Control	QC	No
12	12	STR	Stores	Stores (Accessories, Products)	STR	No
13	13	RMA	Repairing	Repairing (Factory)	REP	No
14	14	FSG	Call Centre	Call Centre	CC	No
15	15	HRD	HR & ADMIN	HR and Administration	HRAD	No
16	16	DS	Domestic Sales	Domestic Business (Telecom and Security)	Dom Sales	No
17	17	MC	Marketing Communication	Marketing Communication (Designing, Branding)	MarCom	No
18	18	PMT	Product Management Team	Technical New Product Requirements Gathering	PMT	No
19	19	GS	Government Sales	Government Business	Govt. Sales	No
20	20	CC	Customer Care	Customer Calls, CRM	Cust. Care	No
21	21	MAG	Major Accounts Group	Finance, Insurance, Taxation	ACC_2	No
22	22	IS	International Sales	International Business	Int'l sales	No
23	23	PLCC	PLCC Sales	PLCC Domestic Business	PLCC	No
24	24	SP	Security Product	Security Products	Security	No
25	25	SADT	SAD - Telecom	Software Analysis and Design-Telecom	SAD_Telecom	No
26	26	SADS	SAD - Security	Software Analysis and Design-Security	SAD_Security	No
27	27	CADT	Hardware CAD Group - Telecom	Hardware CAD Group - Telecom	CAD-T	No
28	28	CADS	Hardware CAD Group - Secuirty	Hardware CAD Group - Secuirty	CAD-S	No
29	29	SDGT	SDT - Telecom	Software Development Team - Telecom	SDT-T	No
30	30	SDGS	SDT - Security	Software Development Team - Security	SDT-S	No
31	31	HDGT	HDT - Telecom	Hardware Development Team - Telecom	HDT-T	No
32	32	HDGS	HDT - Security	Hardware Development Team - Security	HDT-S	No

Category

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			Category			
Run by: HR						**Date:** 29/07/2016
Sr No	**ID**	**Code**	**Name**	**Description**	**Short Name**	**Default**
1	1	CTG1	Category-1		CAT1	Yes
2	2	STF	Staff		STF	No
3	3	RE	RESIGNED EMPLOYEE		RES.EMP	No

Section

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Sr No	ID	Code	Name	Description	Short Name	Default
1	1	SEC1	Section-1	Sales	SALES	Yes
2	2	SEC2	Section 2	Marketing	MKTG	Yes
3	3	SEC3	Section 3	Technical Support	TECH-S	Yes
4	4	SEC4	Section 4	Customer Care	CC	Yes
5	5	SEC5	Section 5	Sales Support	SS	Yes

Grade

Sr No	ID	Code	Name	Description	Short Name	Default
1	1	GRD1	Grade-1	Office Staff and Field Employees	GRD	Yes
2	2	HS	House Keeping	House Keeping and Maintenance	House	No
3	3	GUARD	Security Guards	Security Guards (HO, R&D, Factory)	Security	No
4	4	OB	Office Boys	Helpers	Office	No

Run by: HR

Date: 29/07/2016

Designation

	Matrix Comsec Pvt. Ltd.					Page 1 of 1
			Designation			
Run by: HR						Date: 29/07/2016
Sr No	ID	Code	Name	Description	Short Name	Default
1	1	DSG1	Team Leader	Reporting Manager	TL	Yes
2	2	ENGR	Engineer	Employee (Grade 2)	EMP	No
3	3	BM	Business Manager	Sales Manager	BM	No

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