RESUME

SUMIT ACHARYA

VILL- NITYANANDAPUR
P.O- BELSINGHA
P.S- FALTA   MOBILE NO. : 8293432577
DIST- SOUTH 24 PARGANAS   EMAIL ID: sumitacharya074@gmail.com
PIN - 743504

OBJECTIVE:
To become an efficient library professional, a sincere learner of the subject Library and information Science, helping the users in finding their required information and sharing professional knowledge with the students and fellow professionals.

MOTTO:
TO WORK WITH 3D'S (DEDICATION, DEVOTION AND DETERMINATION).

WORKING EXPERIENCE:

BBIT PUBLIC SCHOOL (H.S),BUDGE BDUGE KOLKATA.

 Designation: **Assistant Librarian**
Job duration: From 19/04/2022 to till date.

Responsibility :

- Checking-in, checking-out and circulation of library materials.
- Perform patron registration and transaction activities.
- Process new books, maintain circulation records and make reserves on requested books.
- Assisting Principal for book selection.
- Maintaining library classes.
- Statistical Report creation for Board Inspection as and when requirement.
- Manage library data and reports utilizing library software (KOHA) systems.
- Maintain library materials including bibliographic and other library files.
- Assist staffs in collecting, cataloging preparing and organizing library materials.
- Assist readers in finding books and help students and faculties in research problems and reference questions.
- Address administrative issues like collecting fines and managing reservations.
- Manage library inventory perform stock checks and prepare item list for removal (Making list for weeding out), relocation and binding.
- Manage serial collection and acquisition of new library materials.
- Managing print and non-print documents.
- Other jobs related with library.

EDUCATIONAL QUALIFICATION:

- 2010 Madhyamik Examination Board W.B.B.S.E.

- 2012 Higher Secondary Board WBCHSE.

- 2016 Graduated in B.SC [Geography Honours] from Calcutta University.

- 2022 completed Bachelor Degree in Library & Information Science (Graduated BLIS) from Netaji Subhas Open University (NSOU).

COMPUTER KNOWLEDGE:

- ADOAP (Advance Diploma in Office Account and Publishing.) from Rajeev Gandhi Computer Saksharta Mission.
- Basic Hardware & Networking course from Bandhan Skill Development Centre.
- Knowledge of KOHA.
- Typing speed – 35 wpm (in English).

PERSONAL INFORMATION:

Date of Birth	: 21/05/1995
Father's name	: Samar Acharya
Languages Known	: BENGALI, ENGLISH, HINDI
Cast	: General
Sex	: Male
Nationality	: Indian
Religion	: Hindu
Marital Status	: Unmarried
Hobbies/ Interest	: Watching news, playing cricket, browsing through computer.
Blood group	: A+
Height	: 167 cm
Weight	: 56 kg

DECLARATION:
I hereby declare that the above information is correct to the best of my knowledge and belief. Incase of the above information is found incorrect at a later date will abided by the company decision/ disciplinary action in that regards.

Date:

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(Signature)