**RESUME**

**SUMIT ACHARYA**

M.NO : 8293432577

EMAIL ID : sumitacharya074@gmail.com

VILL- NITYANANDAPUR

P.O- BELSINGHA

P.S- FALTA

DIST- SOUTH 24 PARGANAS

PIN - 743504

OBJECTIVE:

Seeking a challenging position for utilizing my professional qualification and positive skills to serve a library.

MOTTO:

TO WORK WITH 3D’S (DEDICATION, DEVOTION AND DETERMINATION).

WORKING EXPERIENCE:

**BBIT PUBLIC SCHOOL (H.S), KOLKATA.**

Designation: Assistant Librarian

Job duration: From 19/04/2022 to till date

Responsibility:

* Processing of library books.
* Book circulation counter and also fine receiving.
* Data entry in LMS like KOHA.
* Book registered and cataloguing in system.
* Book shelving.
* Assisting Principal for book selection.
* Maintaining library classes.
* Managing print and non-print documents.
* Stock management.
* Statistical Report creation for Board Inspection as and when requirement.
* Other jobs related with library.

EDUCATIONAL QUALIFICATION:

* 2010 Secondary 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:

Place:

(Signature)