*CURRICULUM VITAE*

**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST APPLIED FOR: Librarian** | | | | | | | | |
| **PERSONAL PARTICULARS** | | | | | | | | |
| **Full Name (Mr.)** | | | | DIPANKAR MAL | | | | |
| **Date of Birth (dd / mm / yyyy)** | | | | 13/02/1981 | | | | |
| **Marital Status** | | | | Unmarried | | | | |
| **Contact Address** | | | | DIPANKAR MAL, Vill+ Po- MUCHISHA , S/O- LATE NARENDRA NATH MAL, PS –NODAKHALI , DIST-SOUTH 24PARGANAS, STATE- WEST BENGAL,PIN 743377 | | | | |
| **City** | KOLKATA | | **State** | | WEST BEGAL | | **Pin Code** | 743377 |
| **Primary Contact No.** | | | | 91 8777460635 | | | | |
| **Alternate Contact No.** | | | | 91 9051470884 whatsapp | | | | |
| **E-mail** | | | | maldipankar70@gmail.com | | | | |
| **Nationality** | | | | Indian | | | | |
| **LANGUAGE SKILLS**:- Bengali, English, Hindi  **Working knowledge :-** English,Hindi , Bengali | | | | | | | | |
| **CO-CURRICULAR ACTIVITIES** | | I am 3rd prize winner in the event of 1500mts run in university sports competition. | | | | | | |
| **Hobby** | | PLAYING FOOT BALL, PLAYING VALLEY BALL, ACTING DRAMA, Reading Books, Watching News Channel, Gardening, and Social Work. | | | | | | |
| **Participationof Seminar/Workshop** | |  | | | | Organization | | |
| 1. Capacity Building Programmeof National Mission on Libraries for Public Libraries for public Library Personnel. 2. Certificate of Participation-IASIC-IGNOU Librarians’ day on’ Library Professional At the crossroads’ | | | | RRRLF in collaboration with IGNOU, New Delhi ( 19th to 23th March 2018)  IGNOU in association with IASLIC with the support of Rja Rammohun Roy Library Foundation 17Sep2018 | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **E: EDUCATIONAL QUALIFICATIONS (in chronological order)** | | | | |
| **Sr.**  **No.** | **Qualification** | **Year of Passing** | **University / Institute/ Board** | **% of Marks** |
| 1 | SSC(10th standard) | 1998 | WBBSE | 52.12 % |
| 2 | HSC (12th STANDARD ) | 2000 | WBCHSE | 43.1% |
| 3 | BA | 2003 | CU | 51% |
| 4 | MA | 2005 | RBU | 51.62% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **TECHNICAL/PROFESSIONAL QUALIFICATIONS Qualification(***details starting with the highest qualification)* | **Year of Passing** | **University / Institute**  **/ Board** | **% of Marks** |
| 1 | MLIB SC | 2017 | IGNOU | 59.44% |
| 2 | BLIB SC | 2013 | RBU | 64.37% |
| 3 | CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE | 2009 | NCVT( DGET,MINISTRY OF LABOUR & EMPLOYMENT, GOVOF INDIA ) | 79% |
| 4 | ENGLISH LANGUAGE COURSE(Certificate Course) | *2008* | RAMAKRISHANA MISSION INSTITUTE OF CULTURE, GOL PARK, KOLKATA | *75%* |

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPUTER SKILLS** | | | |
| **Applications known** | LIBRARY MANGEMENT SOFTWARE KNOWN (KOHA, DSPACE, LIBSYS )  WORKING KNOWLEDGE- EXCEL, MS OFFICE, Power point | | |
| **Computer Courses Completed** | **Course** | **University / Institute** | **year** |
| CERTIFICATE COURSE IN DESK TOP PUBLISHING | CDTP | JIDSY (GOVTOF WEST BENGAL ) | 2007 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Experience** | | | | | |
| **Sr.**  **No.** | **From (mm / yyyy)** | **To (mm / yyyy)** | **Organization, Location** | **Designation held** | **Brief description of duties** | |
| 1 | 01/06/2010 | 30/06/2012 | NATIONAL LIBRARY, KOLKATA | CATALOGER  (Contractual) | * RECTROCON PROJECT CATALOGER, * DATA CAPTURING OF MANUAL BOOKS (MARC 21 Format ) * STOCK VERIFICATION | |
| 2 | 02/07/2012 | 05/07/2016 | BhairabGanguly college, Kolkata | Library Assistant  (Temporary) | * Cataloguing in Koha software,Cataloguing of documents, * Classification of documents, Handling of circulation, * Reference service, handling periodicals section, * Digitization,Opac service. | |
| 3 | 22/09/2016 | 30/11/2020 | NATIONAL VERTUAL LIBRARY(Raja Ramohan Roy library foundation, kolkata& Indira Gandhi National Open University, New Delhi- under ministry of culture, Govt of India ) | Library Trainee  (Contractual) | * Metadata creation from (E-Book, Rare Book , Manuscript, News paper clipping, cultural object,audio, video) * Deta Editing for Koha by using Marc Edit * Metadata curation, Deta uploading in( Dspace, Koha), | |

\* I have one moth experience on record maintaining (file, documents) of group companies