Bappaditya Khatua

Personal Information

Date of Birth:	19th November 1996
Nationality:	Indian
Father's name:	Mr. Bikash Ranjan Khatua
Mother's Name:	Mrs. Ganga Khatua
Marital status:	Single
Languages Known:	English, Hindi and Bengali

Address:
Present : 15/2 JN Ukil Rd. Kudghat, Kolkata-700041

Permanent : Vill. Uttarpara Madhabpur, Nandakumar, Dist.- Purba Medinipur, WB, PIN - 721632

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+91 7001230196

✉ **bappadityak2@gmail.com**

Objective

To pursue a rewarding career in an organization that offers a challenging and thought-provoking work environment, where I could apply my knowledge, skills, creativity, experience and innovativeness towards the fulfillment of the organization's goals.

Experience

From	To	Designation	Institution
May 2022	June 2022	INTERN	Central Library, Indian Statistical Institute, Kolkata, WB
05/09/2022	12/11/2022	LIBRARY AUTOMATION PROJECT STAFF	Central Library, Sundarban Mahavidyalaya Kakdwip, WB
03/02/2023	07/05/2023	LIBRARIAN	Don Bosco School, Kharagpur, WB
15/05/2023	13/09/2023	LIBRARY ASSISTANT(Contractual)	Dr. Kanailal Bhattacharya College Ramrajatala, Howrah,WB
14/09/2023	Present	ASSISTANT LIBRARIAN	Jaganath Gupta Institute of Medical Science Budge Budge, Kolkata, WB

Brief overview of job responsibilities

- Expertise in working of KOHA Library management soft.
- Working knowledge of LIBSYS software.
- Classification of books and other library documents as per DDC.
- Cataloguing of library documents.
- Shelving of books.
- Circulation of books manual and automated library.
- Maintaining the rules, regulations and records of library.
- Creating books requisition list as per the need of the users and ordering of those books as per the need of the institution.

Education

Year of Passing	Degree	Institution	Percentage/Grade	Subjects
2022	M.Lib.I.Sc	University of Calcutta	77.90% / 7.709	Library and information Science
2021	B.Lib.I.Sc	University of Calcutta	79.78% / 7.978	Library and information Science
2020	Bachelor of Science(B.Sc)	Vidyasagar University	64.40% / 6.44	Economics(H), Geography, Computer Sc
2016	Higher Secondary	DAV Public School, Midnapore (CBSE)	52%	English, Mathematics, Physics, Chemistry, Biology
2013	Matriculation	DAV Public School, Midnapore (CBSE)	70.3% / 7.4	English, Mathematics, Science, Social Science, Hindi

Computer skills

- ➤ **Basic knowledge of working in Word, Excel, Power Point, HTML.**
- ➤ **Advance Diploma in Computer Applications RNTY Youth Computers, Paschim Medinipur (March 2019-Feb 2020).**
- ➤ **Knowledge of working in library softwares like KOHA, SOUL, IRINS, and proficiency in understanding the working of new software quickly.**

Achievements

- ♦ Certificates for extra-curricular activities like essay wring, drawings, art and crafts in School and college level.
- ♦ Rank holder in District and State-level Air Pistol shooting Competition.

Declaration

I hereby declare that the above given information are true and to the best of my knowledge.

Place: Kolkata
Date : 16/09/2023

(Bappaditya Khatua)