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**SOURAV PODDAR Curriculum Vitae**

**M.LIB,6 YEAR EXP.**

**8918344019/9609995602**

**APPLICATIONFOR THE POSTOF LIBRARIAN**

**OBJECTIVE**

To secure a position in teaching to share my knowledge for the growth and development of the organisition.

**EDUCATIONAL QUALIFICATION**

1.matriculation (10TH ) From W.B.B.S.E in 2003 with **65%.**

2.Higher secondary (10+2) from **W.B.C.H.S.E**  with **P.C.B** in 2005 with **70%.**

3. B.lib from **Utkal University** in 2011 with **55%**

4.Graduation ( history)from **N.B.U** in 2009 with arts **55%..**

5. M.l.i.s from j.n.u jodhpur in 2014 with **60% .**

6. .Diploma in Computer application in 2009 with 80%.

**COMPUTER SKILLS**

1. Software knowledge in libwiz& Library manager,e-Granthalaya.

 2. Type speed: 30 word/minute

 3. Knowledge in M.S word, excel, internet .

 4. Power Point Presentation.

**RESPONSIBILITY**

 1. Accession.

 2. Classification.

 3. Cataloguing.

 4. Co-Curricular activity.

 5. Debate competition,quiz, extempore,recitation, drama.

 6. Motivate students, teachers& publisher for development of Library.

 7. Taught History up to class VI.

 8. Taught Moral science up to VII.

**STRENGTH**

1. Excellent verbal & communication skills in English.
2. Honest.
3. Kind.
4. Loving and caring.
5. Strict when required.

**PERSONAL INFORMATION :**

**NAME** : SOURAV PODDAR.

**FATHER’SNAME**  : LATE BHUPESH PODDAR.

**DOB** :12/03/1988

**ADDRESS** : Village+Post- Khairtala PS Manikchak Malda.

**EMAIL** : poddarsourav80@gmail.com

**CONTACT NO** : 8918344019

 **GENDER** :MALE

**EXPERIENCE :**

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| NAME OF THE ORGANISATION | PERIOD | WORKING PROFILE |
| The Holy Angels English AcademySamsi Malda | 10th sept 2014 to till now. | Cataloguing, classification , data entry in library software, students management, teachers management in library, publishers management. |
| The Ramakrashina Vivekananda VidyaMandir.C.B.S.E (Residential 10+2)Deoghar,Jh. | 21stjune 2012 to 31st august 2014 | Cataloguing, classification, data entry in library software, students management, teacher, publishers management. |

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

 (SOURAV PODDAR)

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Signature