



## CURRICULUM VITAE

### **Kiran Mondal**

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#### **OBJECTIVE**

To pursue a progressive career in a dynamic organization which provides opportunities for both professional & personal growth, and develop skills to expand the organization's performance.

#### **PERSONAL INFORMATION**

**Father's Name:** Kartik Mondal  
**Date of Birth:** 28<sup>th</sup> December 1995  
**Religion:** Hindu  
**Nationality:** Indian  
**Marital status:** Unmarried

#### **QUALIFICATIONS**

Degree	University/ Board	Year of Passing	Percentage (%)	Subjects/ Stream
10th	West Bengal board of Secondary Education	2012	61	<b>Combined</b> First Language ( Bengali ) , Second Language (English), Mathematics, Physical Science, Life Science, History, and Geography.
12th	West Bengal Council of Higher Secondary Education	2014	65.40	<b>Arts</b> First Language ( Bengali ) , Second Language (English), Geography, Philosophy, and Sanskrit
<b>GRADUATION</b>	<b>University of Kalyani</b>	<b>2018</b>	<b>59</b>	<b>Geography (Hons.)</b> English and Economy
<b>POST-GRADUATION</b> <b>(M.Lib.I.Sc.)</b>	<b>University of Kalyani</b>	<b>2020</b>	<b>70.88</b>	<b>Library and Information Science</b>

## OTHER SKILL

**1 yr. course in computer:** Diploma in Information Technology (DIT)

**subject:** computer fundamentals, OS & windows, MS-Office, Network concepts & Internet, Visual Basic & Access & C Programming

**\*WORKING KNOWLEDGE:** Koha Library automation software, Libsys Library automation software, Greenstone Digital library software, Omeka archiving software, Vufind, Dspace Library software. also working in Ubuntu OS.

## ORGANIZATIONAL EXPERIENCE

### 1. Library Apprentice: at NISER ( National Institute of Science Education Research)

**Bhubaneswar, Odisha**

**Duration:** 17.01.2021 to 18.01.2022 (12 Months)

**Nature of works:** Circulation section, Cataloging Section, periodicals section (new journal subscription check, update), Classification( using UDC), book Shelving, Plagiarism check, access of JAWS software etc. Also works in an RFID environment and Koha ILS.

### 2. Library professional trainee: at IIT Kharagpur, WB

**Duration:** 1.7.2022 to 30.06.2023 (12 Months)

**Nature of works:** Circulation section, Cataloging Section, periodicals section, Classification, Shelving, digital library (plagiarism check, metadata curation, Content curation, documents analysis, grammarly check) etc.

### 3. Librarian: at JNV Cooch Behar, WB

**Duration:** 20.07.23 to 10.08.23

**Nature of works:** Circulation, Cataloging, periodicals, Classification, Shelving, and whole library management



## SOFTWARE SKILLS

- Library Management Software: KOHA, LIBSYS, CORAL
- Bibliographic description standards: ISBD, FRBR, RDA
- Project Management using various statistical tools like PERT, CPM & GANTT Chart, etc.
- User Guide using Subject Plus Software
- Graphics software: Adobe Photoshop, Adobe Illustrator, Canva
- Digital Preservation Metadata Standards: Dublin Core, METS, MODS, Library Congress of format statement,
- Social media platforms: Twitter, Instagram, Facebook, YouTube
- Digital Library Software: D-Space, Greenstone
- Reference Management Tool: Mendeley and Zotero
- Experience Reference style: APA 6th ed. & 7th ed.
- Content management software: WordPress & Google site
- Word Processing software: Google Docs & MS office Suite

- Learning Management System: Zoom, Skype, Google Classroom, Moodle
- Operating system known: Ubuntu, Windows, MS-DOS.

### **Work Exposure:**

#### ❖ Library Automation

Koha Open-Source Software, Acquisition, Cataloguing, Circulation, Serial Management, etc.

#### ❖ Technical Processing

Classification: DDC Scheme, Cataloguing AACR2R and MARC21 Format,  
Acquisition of books/eBooks, journals, and eJournals

#### ❖ Digital Library/IR

Dspace: Archiving thesis/dissertations, Question Papers, reports, faculty publications, etc.

#### ❖ Website Management

Use of Content Management Systems (Drupal, Joomla) for the creation of websites,  
HTML, Google Sites and Web 2.0 tools for creating functional websites.

#### ❖ Assistive Technology

Knowledge of special software like JAWS, SARA, KIBO, etc.

#### ❖ User Services

Managed Library circulation counter, reference services, and duties on weekends and  
public holidays.

#### ❖ Reference/Citation Manager

Used Mendeley and Zotero for reference/citation management.

## **LANGUAGES**

**Bengali,**  
**English,**  
**Hindi**

## **HOBBIES**

**Working in computer,**  
**Traveling,**  
**Playing outdoor games,**  
**and Listening to music.**

**I declare the above statements are true and correct to my best Knowledge**

**Kiran Mondal**