

**SOURAV PODDAR**  
**M.LIB,12 YEARS EXP.**  
**8918344019/9609995602**

# Curriculum Vitae



## APPLICATION FOR THE POST OF LIBRARIAN & PRT Maths.

### OBJECTIVE

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

### EDUCATIONAL QUALIFICATION

1. matriculation (10<sup>TH</sup>) 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](mailto:poddarsourav80@gmail.com)  
CONTACT NO : 8918344019  
GENDER : MALE

## EXPERIENCE :

NAME OF THE ORGANISATION	PERIOD	WORKING PROFILE
The Holy Angels English Academy Samsi Malda	10 <sup>th</sup> sept 2014 to till now.	1.Cataloguing, classification , data entry in library software, students management, teachers management in library, publishers management. 2. Taking responsibility of Maths Upton class 8.
The Ramakrashina Vivekananda VidyaMandir. C.B.S.E (Residential 10+2) Deoghar,Jh.	21 <sup>st</sup> June 2012 to 31 <sup>st</sup> 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