

Curriculum vitea

Name: Paromita Saha



Personal Information:

Address – East Chayan Para, Ashigharmore, P.O – Ghogomali,

Dis – Jalpaiguri, Siliguri, West Bengal 734006

Contact Number – 8927066129, 8101410519

Email- paromitaslg123@gmail.com

Linkedin – <https://www.linkedin.com/in/paromita-saha-93439b249?trk=contact-info>

Educational Information :

- **Madhyamik :**
Secondary Education Passed From Siliguri Girls High School With 52.14% Under Wbbse, In 2015
- **Higher Secondary :**
Higher Secondary Passed From Siliguri Girls High School With 64.2% Under Wbbse, In 2017
- **Graduation :**
Passed Bachelor Of Arts In Bengali Literature(Hons.) From Siliguri College With 52.75% Under Nbu In 2020
- **Bachelor Of Library And Information Science:**
Passed Blis From University Of North Bengal With 76.40% In 2021
- **Masters Of Library And Information Science:**
Passed Mlis with a first class From University Of North Bengal With 68.5% In 2023

EXPERIENCE:

Attend Three months Internship Programme at central library of University Of North Bengal.

soft skills :

Good knowledge of Microsoft office, Microsoft word ,advance excel, HTML.

Relevant skills :

- Knowledge of book organizing system , Cataloging , Classification , Physical Processing ,Preservation ,Maintainence of the material , Maintaintence book Accession Register, Datasheet Book Binding.
- Knowledge Of OPAC, RFID , little bit knowledge of SOUL3.0

LANGUAGE:

BANGLA , ENGLING , HINDI (speak,read,write in both language)

Others:

- Participate on a project of digital preservation and conservation technique.
- Wrote a thesis on “ use of ICT TOOLS at university of north Bengal and its sister library”.
- Attending seminar on “Interpreting AI/ML With Ranganathan” , “Inclusive Growth Through Open And Distance Learning :Strategy And Policy Perspective For Higher Education “

Paromita Saha

SIGNATURE OF CANDIDATE _____

28/09/23

Don Bosco School, Malda

Surjapur , Malda Bypass,

Old Malda ,Dist Malda ,

West Bengal ,732103

Sub – Applying For The Post Librarian

DEAR SIR/ MA'AM

I WOULD LIKE TO PROPOSE MY CANDIDACY FOR YOUR POSITION OF LIBRARIAN, WHICH IS ADVERTISE ON NEWSPAPER.

I AM ENTHUSIASTICALLY APPLYING FOR THIS POSITION BECAUSE I FIRMLY BELIEVE THAT A COMBINATION OF MY NATURAL ABILITY , PERSONALITY , KNOWLEDGE ALL MAKE ME AN IDEAL CANDIDATE FOR THIS IDEAL ROLE. I COMPLETE MY MLIS (MASTERS IN LIBRARY AND INFORMATION SCIENCE) WITH A GOOD ACADEMIC RECORD(1ST CLASS) FROM UNIVERSITY OF NORTH BENGAL. I HAVE DONE THREE MONTHS INTERNSHIP PROGRAM FROM CENTRAL LIBRARY OF NORTH BENGAL UNIVERSITY. ALONG WITH THIS , I AM ALSO DOING AN INTERNSHIP ON DIGITAL LIBRARY FROM A RECOGNISED NGO - LIVE LIFE HAPPILY WHICH IS BASED ON NORTH BENGAL. I CONSISTENTLY BELIEVE IN TAKING CHALLENGES AND EXPLORING NEW INGENIOUS CONCEPTS TO IMPROVE LIBRARY EFFICIENCY.

I PRIDE MYSELF ON MY ORGANIZATIONAL AND COMMUNICATION ABILITIES AND LOOK FORWARD TO CONTINUING MY CAREER AS A LIBRARIAN . I HOPE TO DISCUSS MY ELIGIBILITY FOR THE ROLE WITH YOU IN THE FUTURE.

THANKS FOR YOUR TIME CONSIDERATION .

SINCERELY ,

PAROMITA SAHA

p.o ghogomali, Dist jalpaiguri

SILIGURI,

734006