"RESUME"

KAUSHIK DEY

S/0 – **Late Prabir Kumar Dey**
D.O.B.: -11/01/1998
Address: - B6/104 KEDAR GHAT PITAMBARPURA,
VARANASI UTTAR PRADESH INDIA 221001
Mob. No: - 9506172400, 6307366742
Email: - kaushikdey70@gmail.com



Career Objective:

To obtain a responsible position as a Library and Information Science professional where I can contribute my expertise in library automation, cataloguing, data management, and institutional research support. I aim to leverage my hands-on experience with integrated library systems like Koha and LIBSYS, and my involvement in national academic initiatives such as NIRF and INFLIBNET (IRINS, Shodhganga, etc.), to enhance the efficiency and visibility of academic libraries.

Academic Qualifications:

Program	University/Board	Passing Year	Division	Percentage	Passed/Appearing
Master of Arts in Translation Studies - (MATS) (Distance Mode)	IGNOU	2025	-	-	Result Awaited.
Master of Commerce (Distance Mode)	IGNOU	2021	FIRST	69.08%	PASEED
Master of Library and Information Science (MLIS) (Regular Mode)	BBAU - Lucknow	2021	FIRST	82.50 %	PASEED
Bachelor of Library and Information Science - (BLIS) (Regular Mode)	Himalayan University	2019	FIRST	66%	PASEED
Bachelor of commerce – (B.com) (Regular Mode)	Mahatma Gandhi Kashi Vidyapith, Varanasi	2018	FIRST	64.49%	PASEED
Intermediate	UP Board, Allahabad	2015	FIRST	72.2%	PASEED
High School	UP Board, Allahabad	2013	FIRST	77.17%	PASEED

Additional Qualifications:

- One-year P.G. Diploma in Educational Management & Administration (PGDEMA) – ***(Appearing – Jan 2026-2027)*** from Indira Gandhi National Open University – (IGNOU).
- One-year P.G. Diploma in Computer Applications - {PGDCA} Passed in First Division with Distinction **–** *(75.42%)* ***(2025-2026)*** from Centre for Distance & Online Education - Mangalayatan University, Aligarh.
- One-year P.G. Diploma in Library automation and Networking {PGDLAN/DLAN} –Passed – in First Division with Distinction – 77.33 % from University of Hyderabad – {CDVL}.
- One year (Full-Time) - P.G. Diploma in Translation Skills for Varied Competencies from Banaras Hindu University, Varanasi (2021-2022) – Passed with First Division.
- One Year (Part Time) - P.G Diploma in Corporate Governance from Faculty of Law - B.H.U, Varanasi (2019 - 2020) - Passed with 1'st Division.
- One Year (Part Time) - U.G Diploma in Micro-Finance & Entrepreneurship from Institute of Management Studies - Banaras Hindu University, Varanasi (2016 - 2017) - Passed with 1'st Division.
- NIELIT - O-Level – {Passed} in July 2023 with 72.80% - B GRADE.
- Certificate Course in Tally Accountancy ERP 9 with GST from Choice Computer Training Centre. Sonarpura Varanasi.
- Passed (DOEACC) - CCC (Course of Computer Concept) from NIELIT.
- DCM - Diploma in Computer Management from OHTC – Varanasi.
- ADCA - (Advance Diploma in Computer Applications) from Choice Computer Training Centre, Sonarpura Varanasi.

Professional Experience

Assistant Librarian
Amity University, Patna
September 2023 – Present
Key Responsibilities:

- Managed circulation & Periodical services, compiled circulation data and usage reports.
- Catalogued and classified books using **Koha** software.
- Maintained proper shelf arrangement and classification order.
- Handled acquisitions, book purchases, and vendor communication.
- Assisted users in discovering resources and utilizing digital library services.
- Generated NIRF, BCI & RCI - related reports and performance metrics.
- Drafted official correspondence, prepared stock verification reports, and documented library activities.
- Maintained and updated Institutional Digital Repository, INFLIBNET services including **IRINS**, **Shodh Ganga**, and **Shod Sindhu**, etc.
- **In charge** of the **Departmental Librarian - AICP** (Amity Institute of Clinical Psychology), at Amity University Patna from 27/09/2023 to Till Date.

Library Professional Trainee
Indian Institute of Technology (IIT-BHU), Varanasi
September 2022 – September 2023
Key Responsibilities:

- Conducted cataloguing and classification using **LIBSYS-7 & 10** software.
- Assisted in the circulation and shelving of books as per classification standards.
- Carried out stock verification and updated records.
- Provided reprographic and digital access services to library users.
- Helped prepare library footfall statistics and user engagement reports.
- Involved in **Shod Shuddhi**, **INFLIBNET** services, and support for academic data uploads.

Librarian
Blitz Institute of Creative Arts, Varanasi
September 2019 – September 2022
Key Responsibilities:

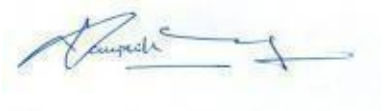
- Performed **manual classification and record maintenance without any library automation software**.
- Managed physical shelving, indexing, and labelling of books and resources by hand.
- Prepared usage records, issue-return logs, and inventory manually.
- Provided direct support to students and faculty through hand-maintained registers and catalogues.
- Maintained the entire documentation process **without use of digital tools or software**.

Skills: -

- Library Automation (Koha, LIBSYS, E)
- Cataloguing and Classification (DDC, CC, UDC & MARC21)
- Circulation and Stock Management
- NIRF & INFLIBNET Compliance and Data Handling
- File Noting, Drafting & Documentation
- Digital Library Services and Report Generation
- Tally, ERP, MS Office, Internet Proficiency.

Declaration:

I hereby declare that all information is truly correct and best of my knowledge.



Place: - Varanasi, Uttar Pradesh

Date: - …… **(Signature)**