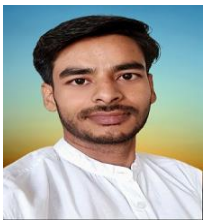
Shubham Sen
Anand Nagar Road No.2 Rajakhedi
Makronia, Sagar – 470001 (M.P.)
9144362917,
shubhamsen6715@gmail.com



CAREER OBJECTIVE

I am energetic, confident, and enthusiastic, enjoying challenges and achieving personal goals. The opportunity to learn new skills is particularly attractive to me. I aim to work with a company, that believes in teamwork, respects talent, rewards performance, and provides scope for long-term relationships.

PROFESSIONAL EXPERIENCE

Employer	Job Description
Gurukul Kangri Vishwavidyalaya, Haridwar, Uttarakhand	• Maintain up-to-date documents of all libraries. • Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book label, book pocket, book tag, due date slip, and writing on the spine tags. • Create a library card. • Issue - Return of the Books • All other such jobs as may be assigned from time to time
Regional Institute of Education, Ajmer, Rajasthan	• Acquisition Section: Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L/D.L./Librarian; maintenance of records and correspondence; maintenance of Files; Receiving books on approval (if needed) and on confirmed order. Receiving bills, checking with Purchase orders; corresponding within the Council and with suppliers; accessioning of books. • Technical Processing Section: Classification, cataloging, and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification entries; downloading and uploading data of the processed books; Database maintenance and rectification; • Circulation Section: Performing, supervising, and coordinating the Membership and Circulation work of different categories of staff; Issuing the No Dues/ Clearance Certificates; manually as well as in the computerized environment; • Uploading the documents (i.e, Institute Publications, Questions papers, M.Ed. Dissertations, etc.) through - DSpace. •

Defence Institute of Advanced Technology, Pune, Maharashtra	• Technical Processing Section: Classification, cataloging, and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloging and classification entries; downloading and uploading data of the processed books; Database maintenance and rectification; • Circulation Section: Performing, supervising, and coordinating the Membership and Circulation work of different categories of staff; Issuing the No Dues/ Clearance Certificates; manually as well as in the computerized environment; • Uploading the documents (i.e., Institute Publications, Question papers, MTech. Dissertations, and PhD Thesis, etc.) through - DSpace.

EDUCATION QUALIFICATIONS

S/No.	Name of the Examination	Board/University	Year	Percentage/ Grade	Division
1	M. Lib. I. sc.	Dr. Hari Singh Gour University Sagar (MP)	2018	55.00%	2nd
2	B. Lib. I.sc	Dr. Hari Singh Gour University Sagar (MP)	2017	57.38%	2nd
3	B.Sc. (cs)	Swami Vivekananda University Sagar (MP)	2016	50.14%	2nd
4	12th	Madhya Pradesh Board,	2013	68.00%	1st
5	10th	Madhya Pradesh Board,	2011	67.00%	1st

COMPUTER COURSE

S/No.	Course Name	Board/University	Year	Percentage/ Grade	Division
1	P.G.D.C. A	Makhan Lal Chaturvedi University Bhopal	2019	68.00%	1st

Eligibility Test

S/No.	Test Name	Testing Agency	Year
1.	Maharashtra SET	(SPPU Nodal Agency Accredited)	2023
2.	UGC NET	(National Testing Agency, NTA)	2024

EXPERIENCES

Sl. No.	Employer	Period		Designation	Salary
		From	To		
1.	Defence Institute of Advanced Technology, Pune	27.09.23	Till Date	Library Assistant	36210/.
2.	Regional Institute of Education, (NCERT) Ajmer	05.01.22	16.09.22	Professional Assistant	35000/-
3.	Regional Institute of Education, (NCERT) Ajmer	17.09.19	04.01.22	Senior Library Attendant	18,382/-
4.	Gurukul Kangri Vishwavidyalaya Haridwar	01.12.18	13.09.19	Library Trainee	10,000/-

TECHNICAL SKILLS

- Metadata Standard - Marc21
- Operating System- Windows, Linux
- Microsoft Office Packages- Word, Excel, PowerPoint
- Library Automation Software-KOHA (Installation, Customization, Data migration, to all work for S/w Related)
- Institutional Repository Software -DSpace
- Hindi & English typing

PERSONAL DETAILS

Father's Name	:	Mr. Kishori Sen
Mother's Name	:	Mrs. Prabha Sen
Date of Birth	:	09-07-1995
Sex	:	Male
Category	:	General
Status	:	Single

REFERENCE

1. Dr. Balendu Jha, Deputy Librarian, Regional Institute of Education Ajmer, Pushkar Road, Ajmer, Rajasthan, 305004, Mobile: 8764464487, email: balendujha@gmail.com

2. Dr. S. S. Sirurmatha, University Librarian, Information Center & Library, Defence Institute of Advanced Technology, Pune,411025 -, Mobile: 7588654165, email: sssirurmath@gmail.com

DECLARATION

"I hereby declare that the above information is true to the best of my knowledge."

Place: - Pune

Date- 01/08/2026

Signature