Curriculum Vitae : **Basant Kumar (Library In charge)**
(Symbiosis Law School NOIDA)



Basant Kumar

Address:-
Present address: 12AB, DG-07
Devika Gold Homes, Greater Noida.
Pin 201301

Mobile no: 9313488819

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Personal Data:-

Date of Birth:20thJan,1985
Gender:- Male

Language Knowledge
English, Hindi

Marital Status: Married

Personal Profile Statement

Self-driven & experienced Librarian with over 6 years of experience in Professional Library settings. Adept in Digital library section, Circulation of books, maintaining library supplies, updating records and assisting students & faculty with finding books & resources. I am a quick learner having knowledge of Library software & interest in digitalization, effective communicator & positive approach. My calm temperament & friendly behavior along with proficiency in handling both technical & physical resources in libraries will definitely help any organization.

Working Experience

- Working as **Library In charge.** at *Symbiosis Law School NOIDA* ***Symbiosis International (Deemed University),***Noida, U.P. from 01th July 2024 to till date.
- Worked as **Dy. Librarian** at *G. L. Bajaj Institute of Management*, Greater Noida, U.P.from 16th August, 2019 to 31st December, 2022.
- Worked as **FIMT Kapashera** , New Delhi. from 2017 to 2019.
- Worked as Library Trainee at Ratan Tata Library University of Delhi from 10/16 to 09/2017

Current Responsibilities

- Handling the Library Work and report to the Director as well as University Librarian.
- Preparation of Library Budget, NBA, NAAC, Stock verification and Library committee reports and all other reports of library.
- In charge of digital Library Section (Managing the multimedia resources, update the library website, make the purchase order and handle the E-books, E-Journals & other E-Resources of library, SCC Online, AIR Online, Hein Online etc with Law)
- In charge of circulation section handle the book bank work and technical process of books, Journals and magazines. (Collect the book and periodical requirements from the concerned departments, Content management work of books as per syllabus, Preparation of approvals, purchase orders and contact with vendor for purchase of books, Print Journals, magazines, newspapers etc.
- Data entry of the Books, Reports, Thesis, Manuals, Reading Materials, case study, journals, Magazines& CDs by the Library software ‘SIM’ & ‘KOHA’.

Educational Qualification and Professional Qualification

- **UGC Net** Qualified in 2018
- PGDLAN from IGNOU 2020 with 74%
- **Master's in library & Information Science**, from University of Delhi in 2016,(On Regular) 64%
- **Bachelor's in library& Information Science** Jamia Millia Islamia University Delhi in 2015, (On Regular) 57%
- MBA from PTU 2009-2011 with 64%
- **Graduation (Bachelor of Commerce)** from LNMU University Darbhanga 2005. (On Regular) 61%

Technical & Computer Skill

- Library Automation software (Libsys) and SIM-ERP KOHA
- Knowledge of MS Office, Windows 98, 2000, 2007 and XP Professional.

Skill

- Excellent Communication and Interpersonal Skills
- The ability to be organized and methodical, something which is essential with the demands of everyday sorting and stacking in a library.
- A naturally hospitable and friendly personality which is essential in community-oriented jobs.
- Excellent computer literacy which is required in this newly electronic/digital era of libraries.
- Highly familiar with the duties and responsibilities of a librarian due to previous experience, which means I only need limited guidance in my new role.
- Excellent Customer-Service Skills.

References

Professor, K P Singh
(University of Delhi)
Ph-9818057510
Mr. Sriram
(Professional Assistant, Bennet University Greater Noida)
Ph-9911255699

Declaration

I do hereby declare that all the information and the facts stated herein above are true and complete to the best of my knowledge and belief.

Basant Kumar **Date:20.08.2024**
Place:Noida