RESUME



SUBHANKAR SAHA

Contactno: **9609045878**

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Post Applied for: -Librarian

Career Objective

Seeking a challenging position in the field of Library Management, Computer Operation so as to utilize my skills for organization and individual growth.

Skills Set

- Excellent knowledge on Library and Information Science, Computer Operation.
- Strong problem – solving ability.
- Good communication skills.
- Ability to deal with people diplomatically.
- Quick learner.

Education Qualification

Qualification	Board/University	Marks obtained	Total Marks	Percentage	Year of Passing
Intermediate	**W.B.B.S.E**	**365**	**800**	**45.62%**	**2006**
H.S	**W.B.C.H.S.E**	**253**	**500**	**50.60%**	**2008**
B.A (Honours)	**Kalyani University**	**404**	**800**	**50.50%**	**2011**
B.LIS	**IGNOU**	**579**	**900**	**64.33%**	**2013**
M.LIS (Digital Library)	**Jadavpur University**	**907**	**1300**	**69.77%**	**2021**

Technical Skills

- MS Office.
- MS Power Point.
- Advance Diploma in Information Technology.
- Data analysis with MS access and excel.
- Trained in KOHA and LIBSYS library software.
- Proficiency Library Management, Digital Literacy, Information Management and Digital Archiving, as well as Knowledge of Metadata standards.
- Net and set both exams Qualified in library and information science.

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Work Experience

- I have worked as Library Trainee in Asiatic Society from 4th November 2020 to 30th April 2021.
- I have worked as Librarian in the Atreyee Dav Public School (Balurghat) under Dav Institution (West Bengal Zone) from 13th June 2023 to 31st March 2025.

Achievements

- Net and set qualified in 2020.

Paper Publication

- I have published a research paper in a book Chapter entitled as "Use of E-learning and its effect on students at Lalgola College".

ISBN NO. 978-93-92594-42-7 Published: 2022

Personal Details

Date of Birth	**:**	20/05/1991
Father's Name	**:**	**Late** KHOKANSAHA.
Language Known	**:**	**Can Speak:** English, Bengali, andHindi. **Can Write:** English,Hindi,Bengali
PresentAddress	**:**	54/L/6 S.C. CHATTERJEE SARANI, SERAMPORE P.O- MALLICKPARA P.S- SERAMPORE DIST- HOOGHLY PIN-712203
Gender	:	Male
Religion	:	Hinduism
Marital status	:	Married

Subhankar Saha

Place: serampore **Signature**