CURRICULUM VITAE



SOUVIK GANTAI
+91 8944858197
Email id: souvikgantai2017@gmail.com

CONTACT DETAILS:

Permanent Address: Vill – Begunia, P.O – Begunia, P.S – Mohanpur, Dist - Paschim Medinipur, State – West Bengal, Pin - 721436
Present Address: Same Do
Contact No. : 8944858197

About Me:

I am eager to work in a dynamic library environment where I can contribute to enhancing the user experience and promoting a love for reading and learning. I am particularly interested in a role that allows me to utilize my skills in cataloging and classification while engaging with patrons to help them find the resources they need. I am passionate about supporting community outreach initiatives and leveraging technology to improve library services.

PROFESSIONAL QUALIFICATION:

Examination	Board / University	Year of Passing	Total Marks	Marks Obtains	Percentage of Marks	CGPA	Division/ Class
B.Lib.I.Sc	Vidyasagar University	2022	800	593	74.13	8.07	I
M.Lib.I.Sc	Vidyasagar University	2023	1000	780	78.00	8.40	I

EDUCATION QUALIFICATION:

Examination	Board / University	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks	CGPA	Division/ Class
M.A. in History	NSOU	Pursuing	---	---	---	---	---
B.A.(H) in History	Vidyasagar University	2021	1900	1353	77.30	7.73	I
Higher Secondary	W.B.C.H.S.E.	2018	500	390	78.00	---	I
Madhyamik	W.B.B.S.E.	2016	700	449	64.14	---	I

COMPUTER QUALIFICATION: One Year Diploma in Information Technology Application (DITA).

ADDITIONAL QUALIFICATION:

Academic Qualification	Board / University	Subject	Year of Passing	Percentage of Marks
WB SET	West Bengal College Service Commission	Library and Information Science	2023	NA
UGC NET	University Grants Commission	Library and Information Science	2024 (June Cycle)	NA

EXPERINCES:

SL NO	JOB TITLE / POSITION	INSTITUTION	SPONSORING AGENCY	FROM	TO	RESPONSIBLITIES
1	Field Investigator	Vidyasagar University	ICSSR	Sept 2023	Feb 2024	Data Collection
2	Field Investigator	Vidyasagar University	ICSSR	May 2024	July 2025	• Research Work • Data Visualization • Report Writing
3	Resource Person	Sadhu Ramchand Murmu University	---	August 2025	Novembe r 2025	• Teaching • Practical Session
4	Library Professional Trainee	IIT Kharagpur	---	December 2025	---	• Library Management

PUBLICATION:

SL NO	Title	Journal	VOL	ISSUE	TYPE	ISSN or ISBN
1	Documentation of Indigenous Medicinal Knowledge of Select Tribal Communities of West Bengal	Journal of Data Science, Informetrics, and Citation Studies	3	3	Research Article	2583-5440 (Online)
2	Library Information and Media Studies	Maity Publication	--	--	Book	9788197850233

TECHNICAL SKILLS

- Accessioning and Retro-conversions.
- Classification through DDC 23ndedition and CC 7th edition and UDC.
- Assigning subject heading through LCSH, SLSH.
- Different retrieval search technology.
- Preparation of Catalogue through MARC-21 Bibliographic format in **KOHA and LIBSYS.**
- Maintaining **Circulation** system through **KOHA,** circulation system using bar code technology.

LIBRARY SOFTWARE PROFICIENCY:

Operating Systems	DOS, Windows, Linux.

Integrated Library Management Systems	▪ **Koha** ▪ **LIBSYS**
Digital Library Management Software	**DSpace**
Database Management Software	**dBase & CDS/ISIS & WINISIS**
Reference management Software	**Zotero, Mendeley**
Content Management Software	**Drupal, Wordpress**

PERSONAL DATA:

Fathers Name	: Ramakanta Gantai	Race	: Bengali
Date of Birth	: 09.02.2000	Casts	: General
Nationality	: Indian.	Sex	: Male
Religion	: Hinduism.	Status	: Un-Married

LANGUAGE PROFICIENCY: Bengali, English, Hindi, Oriya.

DECLARATION:

I, hereby declare that all the above information about me is true & correct to the best of my knowledge & belief.

Place : Midnapore
Date : 27.04.2026

Souvik Gantai
