

SUSMITA ROY

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Date of Birth: 14/09/1964



Objective

To work and teach within the organization with pure devotion and contribute significantly to the growth of the organization and society as a whole.

Skills

- Cataloging and indexing resources and books
- Processing, locating, shelving and inspecting books
- Issuing library books and registering library users
- Data Management and organizing resources
- Stock Maintenance
- Answering queries
- Excellent communication skills and highly articulate
- Giving presentations
- Search skills
- Analytical skills
- Highly presentable

Experience

Worked as a librarian in a reputed school (2007 - 2013)

- Guide students and faculty as they seek access to information
- Oversee the renewal, selection, ordering, receiving, and invoicing of all library materials.
- Communicate ongoing collection development decisions and functions with school head and other school departments
- Build, maintain, and promote multimedia collections that foster a love of reading and that support the curriculum, needs, and interests of students and faculty
- Supervise, train, and evaluate new librarians in the library department
- Helped develop library's strategic plan and created department goal
- Assessed reference data and adjusted service hours to best meet student needs

- Provide leadership to achieve the strategic goals of revitalizing library collections along with encouraging innovation for traditional and emerging library and information services.
- Have leadership, management and policy and planning responsibilities for collection management functions

Served as an examiner and question-setter in various universities of Bihar (2008 - 2012)

Served as a part-time lecturer of Library and Information Science in Patna University and Academic Counsellor at Nalanda University (2008 - 2012)

- Taught graduate and undergraduate subjects in Library Science
- Mentored graduate library interns in reference and outreach
- Trained and supervised graduate students in cataloging, scanning, archiving, etc.

Certification

- Library automation certificate from E-Granthalay

Education

MLIS

- Nalanda Open University, Bihar | First Division Marks

BLIS

- Patna University, Bihar | First Division Marks (First Class)

M.A. (Home Science)

- B.N.M.U., Bihar | First Division Marks

B.A. (Hons.)

- L.N.M.U., Bihar | First Division Marks

I.A.

- Patna University (Patna Women's College), Bihar | First Division Marks

I.C.S.E.

- Dow Hill School (Kurseong), West Bengal | Second Division Marks

Hobbies

Driving, Interior decoration, Reading books, Listening to music

Summary

As validated by my track record, I have the enthusiasm and vigor to teach and educate in a manner which is valuable to the institute, the society and the country as a whole.