

DEBRAJ CHAKRABORTY

LIBRARIAN 

Add. : L-17, Jadavpur Police Housing, Jadavpur, Kolkata- 700032.

E-mail Id: lismail2deb@gmail.com

Ph No. : 9836578752



CURRENT POSITION

Working as a **Librarian** in **Douglas Memorial Higher Secondary School** (ICSE & ISC).

EDUCATIONAL QUALIFICATION

PROFESSIONAL:

❑ **BLIS (Bachelor of Library and Information Sciences).**

Institute Name: Basanti Devi College, Kolkata, WB.
University: Netaji Subhas Open University.
Stream: Library and Information Sciences.
Scored: 68% marks.
Passing Year : 2016.

❑ **MCA (Master of Computer Application).**

Institute Name: NIMAS, Kolkata, WB.
University: Punjab Technical University.
Stream: Computer Application.
Scored: 71% marks.
Passing Year : 2013 - 2014.

❑ **BCA (Bachelor of Computer Application)**

Institute Name: NIMAS, Kolkata, WB.
University: Punjab Technical University.
Stream: Computer Application.
Scored: 72% marks.
Passing Year : 2009 - 2010.

ACADEMIC:

❑ **H.S. Examination [10+2]**

Institute Name: Tamluk High School, Purba Medinipur, WB.
Board: West Bengal Council of Higher Secondary Education.
Stream: Science [Biology, Physics, Chemistry, Mathematics].
Scored: 48% marks.
Passing Year : 2005 - 2006.

❑ **Secondary Examination [10th]**

Institute Name: Bhagwanpur High School, Purba Medinipur, WB.
Board: West Bengal Board of Secondary Education.
Scored: 71% marks.
Passing Year : 2003 - 2004.

TRAINING

❑ RETAINERSHIP (DGPS Operator)

Organization: **ELCOM Marine Services Pvt Ltd.**
Duration: Worked for **8 months** (Sep'2011-Apr'2012)
Responsibilities: Gathering hands on knowledge on GPS and DGPS System. controlling/ maintaining DGPS system, error checking and correction, report generating and giving the detail report of DGPS to higher authority, and some other official works.

❑ TECHNICAL TRAINEE

Organization: **HCL Infosystems Ltd.**
Duration: Worked for **6 months** (Feb '2010-Aug'2010)
Responsibilities: Gathering hands on knowledge on Computer **Hardware and Networking** [A+ , N+ , CCNA, RHCA, MCSA].

WORK EXPERIENCES

❑ LIBRARIAN

Institution Name : **Douglas Memorial Higher Secondary School** (ICSE & ISC).
Duration: Working from **16th April 2018 to present** .
Responsibilities: Taking Library Classes, Handling books with proper order, enlisting the books in application register, maintaining all registers, requisition, purchasing and other library works. Handling more than three thousand books.

❑ LIBRARIAN

Institution Name : **Vaishno Devi Academy High School**(WBBSE & WBCHSE).
Duration : Worked for **16 months** (17th December 2016 to 14th April 2018).
Responsibilities: Taking Library Classes, Handling books with proper order, enlisting the books in application software, maintaining all registers, requisition, purchasing and other library works. Supervising Computer Systems. Handling more than seven hundreds books.
Monitoring Students' Database, Supervising Computer Systems, Apart from this Assisting in different administrative works, School Programs, Interviews processing.

❑ COMPUTER TEACHER

Institution Name : **Govt. Schools** (WBBSE & WBCHSE) under **Webel Technology Ltd** .
Duration: Worked for **23 months** (1st January 2015 to 17th November 2016).
Responsibilities : Giving lessons to the classes VI to IX on computer subject in Govt. school (WBBSE & WBCHSE Board). I have also done official works like E-mail checking and sending , drafting of letters , class routine , notices, circulars by order of Headmaster etc. I have assisted to set up computer system in school office.

❑ **BACK OFFICE ASSISTANT**

Organization: **Bhowmik Travel Point**
Duration : Worked for **27 months** (Sep'2012 - Dec'2014).
Responsibilities: It was a back office job. I have to prepare the document of the day to day ticket booking transaction informations, attending phone call of customers, preparing excel formatted reports, preparing some presentations, making some quotations, and some other official works, etc..

PERSONAL INFORMATION

Father's Name : Lt. Pradyot Chakraborty
Mother's Name : Gita Chakraborty
Spouse's Name : Deepa Biswas
Date of Birth : 16.01.1989
Gender : Male
Nationality : Indian
Marital Status : Married
Hobby : Playing Cricket, Listening Music, Internet Surfing, Gardening, Cooking.
Address : L-17, Jadavpur Police Housing Estate, Jadavpur, Kolkata, West Bengal – 700032.
Contact No. : +91-9836578752
Email – Id : lismail2deb@gmail.com

DECLARATION

I am honest and hardworking person who is always prepared to undertake any type of challenge and can cope with any type of tough situation. I am punctual and attentive person too. All these qualities of myself help me to achieve my desired goals in life. I have friendly attitude that can help me to get success in any field.

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date:
Place: Kolkata.

Signature.....
(**Debraj Chakraborty**)