

# RESUME

## VINOD KUMAR

House No: 218J (F.C.I) Shyam Yadav Gali Nandanagar

Dist. Gorakhpur, State: Uttar Pradesh Pin-273008

Mobile: +91-8528063448

E-mail:- 007gyanguru@gmail.com



## **OBJECTIVE**

To work with the organization where my talent and abilities count and grow along with it and be part of your organization and prove to do the best for its growth.

## **PROFESSIONAL EXPERIENCE**

**Maharan Pratap P.G College**

**Jugle Dhusan, Gorakhpur**

**Job Location-Gorakhpur**

## **JOB PROFILE**

**Post: - Assistant Librarian**

- ★ Maintenance of Library data.
- ★ Maintain and update Notice Board and circulars/Notices of the Library at desired places.
- ★ Maintenance of officer record of the Library services for users with special needs.
- ★ Maintain the accession register and books records
- ★ Soul Software data entry cataloging, generate the barcode labels.
- ★ E-mail and MS office, Excel data entry maintain the data.

## **WORK EXPERIENCE**

Sl. No.	Name of Institution/University	Post	Period of Employment (from – to)
1.	C.M College of Education Kushmi, Gorakhpur	Library Clerk	05/05/2021 to 30/06/2023
2.	Maharana Pratap PG College Jungle Dhusan, Gorakhpur	Assistant Librarian	12/07/2023 to till date

## **EDUCATIONAL QUALIFICATION**

Exam	Year of Passing	Board/University	Total Mark	Division
10 <sup>th</sup>	2007	U.P Board	600/281	2 <sup>nd</sup>
12 <sup>th</sup>	2010	U.P Board	500/280	2 <sup>nd</sup>
B.A	2014	DDU Gorakhpur University Gorakhpur	1800/809	3 <sup>rd</sup>
BLIS	2023	Uttar Pradesh Rajarshi Tandon University	1000/700	1 <sup>st</sup>
MLIS	2024	Uttar Pradesh Rajarshi Tandon University	1000/701	1 <sup>st</sup>

### TECHNICAL QUALIFICATION

- CCC (Course on Computer Concepts) from NIELIT Gorakhpur.
- O' Level from NIELIT Gorakhpur

Certification Name	Certification Number	Registration No.	Year	Grade
CCC	GO13593011F66D08	GO1902125125	2019	B
O' Level	211519	1314911	2024	C

### Participation Training & Seminar

One week training program on Soul 3.0 software	MPPG College, Gorakhpur (INFLIBNET)
National Seminar by RRRLF 16 <sup>th</sup> - 17 <sup>th</sup> March 2024	D.D.U Gorakhpur University Gorakhpur

### TECHNICAL SKILLS

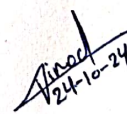
- ★ English Typing 35 wpm
- ★ Hindi Typing 30 wpm
- ★ Soul Software knowledge

### PERSONAL INFORMATION

Father Name : Mr. Kuber Prasad  
Permanent Address : House No: 218J (F.C.I) Shyam Yadav Gali Nandanagar  
Dist. Gorakhpur, State: Uttar Pradesh Pin-273008  
Date of Birth : 25/08/1992  
Nationality : Indian  
Marital Status : Unmarried  
Gender : Male  
Languages Known : Hindi & English

Date: 24/10/2024

Place: Gorakhpur

  
**Signature**