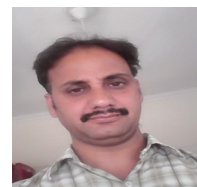


Curriculum Vitae



Santosh Kumar Bhatt

Major.S.B Dutt,Guru Dwara colony
Clement Town
Dehradun(U.K)
Ph.No.9410576161
EMAIL ID: Belawal.santosh3@gmail.com

PERSONAL INFORMATION:

- | | |
|-------------------|-----------------------|
| • Date of birth | 15/04/1977 |
| • Father, name | Late Purshottam Bhatt |
| • Gender | Male |
| • Marital status | Married |
| • Languages known | Hindi,English |
| • Nationality | Indian |
-

ACDEMIC BACKGROUND:

- B.A from H.N.B Garhwal University. 1999
- Intermediate from UP Board. 1996
- High School. from UP Board. 1994

PROFESSIONAL BACKGROUND:

- M.Sc in (I.T) from Uttaranchal Open University(2014)
- PGDCA from Hiltron(2010)
- B.Lib.sc from IGNOU(2011)
- M.Lib.sc from Algappa University (2014)

PROFESSIONAL EXPERINCE:

- Two Year Experience of Librarian in Public Library in “Devprayag” (Garhwal,Uttrakhand)
- Ten Year Experience of “Assistant Librarian” in “Graphic Era Deemed University” (Dehradun, Uttrakhand)

LIBRARY SKILL :

- Help patrons in finding the necessary reference materials
- To renew or order new subscription to Journals, Magazines, Newspaper.
- Prepared necessary reports and records as required
- Process new materials including books, Journal, Magazines etc.
- Located and checked out resource materials (books and tech equipment) to faculty, staff, and students.
- News paper clipping etc.
- Operated the circulation desk.
- Performed circulation desk procedures and shelved library materials.
- Cataloguing and classification.

KEY SKILL:

- Good interpersonal skill
- Proficient in English, Hindi.
- My convincing power.
- Efficiency in computer course.
- Hard Working and sincere.
- Quick Learning ability.

HOBBIES:

- Listening to music
- Reading books
- Traveling
- Yoga

LANGUAGE SKILL :

- Hindi
- English

COMPUTER SKILL:

- General basis of computer Hardware and software.
- Good in Using MS Office.

I declare that all the information provided by me in this application is correct to the best of my knowledge and belief.

DATE: 1August-2017

PLACE: Dehradun

SANTOSH KUMAR BHATT

Apply post for -Store keeper

