

# BHUPINDER SINGH MAAN

# 490B, Sec - 15

Dasmeshnagar, Kharar, Mohali (Punjab) – 140301

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## Profile

- Library & Information Science Professional (9.5 years exp.)
- Career Counsellor

## Objective

To continue my career with an organization that will utilize my creative skills to benefit mutual growth and success and I am seeking a position that reflects my experience, skills, and personal attributes including dedication, hard work, creativity, and the ability to follow through.

## Great Skills

- I am fully passionate about my profession and what can i do something wonderful for you that's matters to me.
- I like to challenge myself. I have zeal and I like to learn new things and try to keep growing.
- I am the man who has lot of genuine reviews about my service.
- My practical work shows everything that a good organization expect.

## Professional & Academic Qualification

Degree/ Examination	University/Board	Year of Passing	Percentage	Mode of Edu.
<b>M.LIS.</b> ( Master of Lib. & Inf. Science)	Punjab University Chandigarh (Chandigarh)	2008	60.06 %	Regular
<b>BACHELOR OF ARTS</b> ( Economics, Geography, English )	Himachal Pradesh University (Shimla)	2006	62.70 %	Regular
<b>12<sup>th</sup></b> ( Plus Two )	H P Board of School Education (Dharmshala, H.P.)	2003	64.40 %	Regular
<b>10<sup>th</sup></b> ( Metric )	H P Board of School Education (Dharmshala, H.P.)	2001	63.75 %	Regular

## Professional Work Experience – 9.5 Years

Organization/Institute	Designation	Period		Exp.
		From	To	
<b>Rayat Bahra University, Kharar, Mohali</b> <b>Distt. - SAS Nagar, (Punjab)</b>	Asst. Librarian	5 <sup>th</sup> Mar 2014	Continue	<b>3.5 Years</b>
<b>Eternal University, Baru Sahib,</b> <b>Distt. - Sirmour (H.P)</b>	Asst. Librarian	24 <sup>th</sup> Sept. 2009	28 <sup>th</sup> Feb 2014	<b>5 Years</b>
<b>Continental Group of Institutes, Jalvehra,</b> <b>Distt.- Fatehgarh Sahib (Punjab)</b>	Asst. Librarian	27 <sup>th</sup> April 2009	18 <sup>th</sup> Sept. 2009	<b>5 Months</b>
<b>IEET, Baddi, Distt.- Solan (H.P.).</b>	Asst. Librarian	1 <sup>st</sup> Oct 2008	24 <sup>th</sup> April 2009	<b>7 Months</b>
<b>Tarlok Singh Central State Library, Sector</b> <b>17 B, Chandigarh (UT).</b>	Trainee	2 <sup>nd</sup> July 2008	25 <sup>th</sup> Aug 2008	<b>2 Months</b>

## Professional Assistant

Creative and Internet savvy library & information science professional with approximately **9.5 years** of progressive experience across a broad range of library's in-house functions. **Area of expertise include:-**

- Library Automation, Digital Library, Document Delivery, Document Management
- Classification Expert, Reference Specialist, Collection Development
- Career Guidance to users, Strategic Planning, User Relationship.
- Establishment of Eternal University Central Library, Baru Sahib (H.P.).
- Creation of Rayat Bahra University (Engg. Dept.) Library to make one of finest user friendly & most attractive library as per user need.

## Job Responsibilities

- Overall management of Learning Resource Centre (Library).
- To manage Circulation, Periodical, Acquisition & Reference Section.
- Selection and Procurement of Library Resources.
- Processing of Books/Journals/Magazines/Cds/Dvds.
- Web based information retrieval and management.
- Provided extensive support to the students, faculties and staff members and having good knowledge of library automation & digital library.
- Experienced in proficient use of library software's for performing library in house functions & taking reports.
- Performed circulation duties including issue-return of books, checkout, overdue notices, book reservation, create alerts or other information distribution plans based on user's requirements.
- Provided help in using digital library uploading various e-books, question papers, students' project reports and thesis submitted in library.
- Evaluate, select and maintain national & international journals, magazines and association publications to which library subscribes.
- Maintaining statistics, attending reader's queries on the spot & also responding through email/Phone.
- To assist and guide readers in using OPAC, locating documents in stock or from other libraries in the network and managing inter library loans.
- Knowledge of online journals (free & paid both).
- Shelving of books/periodicals and other library material.
- Maintaining files and records for all required tasks of the library.
- Maintain media coverage and job & career related information for the reference of readers.
- Good approach for library rules and discipline maintenance in library premises.
- Deal with inspections of AICTE, UGC & Higher Education Depts.
- Annual stock verification & maintain accurate record of books & other material of library.
- Working as a team leader with library staff members, making good rapport with faculty, staff and students.
- Career Guidance & Skill Development tips for students.
- Developed Eternal University Website Library Section Blog :-  
<http://www.eternaluniversity.edu.in/index.php/eternal-university-libraries>
- Prepared university annual reports, meetings proceedings & others reports under guidance of Dean Library & Information System at Eternal University, Baru Sahib (H.P.).
- Good reputation with faculty, staff and students in present & previous institute.
- Digital Databases facility for readers.
- 24\*7 Email or Phone support for readers.
- e-books service for readers (most impressive part of my job).
- Expert to solve readers problems in quickest time.
- Most satisfied readers record.

## Computer Proficiency

- Working knowledge of Library Management Software's like **LibSys, Libsoft, Libguru, Library Manager, Koha , e-Granthalaya, Phi Alma.**
- Installation & Maintenance of windows and system software's.
- Well versed in computer packages – Microsoft Word, Excel and Power Point etc.
- Expert in making Documents & PPT's.
- Well typing speed in English.
- Expert in database information research over internet.
- Gadgets & Tech. Expert.

## Conferences & Seminar Attended

- Attended **DELNET** Sponsored National Conference NACLIN 2009 held in 22-25 October 2009 at Punjab University Chandigarh.
- Attended **ICSSR** Sponsored National Seminar held in 2008 at Punjab University Chandigarh.
- Attended **INFLIBNET** 5<sup>th</sup> International Conference held in 2007 at Punjab University Chandigarh.

## Achievements & Awards

- Certificates of Excellence in Studies in School & College level.
- Awarded **Himachal Pradesh Govt. State Scholarship** in 2002.
- Won various prizes at school and college level in quiz contests, poster making and mime accompanist.

## Major Strengths

- Dedication about work (believe in great work)
- Simplicity, Punctuality & Honesty
- Guide & Help to people's as a true human

## Inspiration

- "Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle". - **Steve Jobs**
- "Being the richest man in the cemetery doesn't matter to me. Going to bed at night saying we've done something wonderful, that's what matters to me". - **Steve Jobs**

## Personal Details

- Date of Birth : 7<sup>th</sup> November, 1985.
- Father's Name : Late. S. Mehar Singh.
- Mother's Name : Smt. Jasvir Kaur.
- Marital Status : Single.
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## References:

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: Available in written format

(Bhupinder Singh Maan)