



## CURRICULUM VITAE

### OBJECTIVE

To apply and develop my skills and ability in the field of **Library, Information & Knowledge Management**, thereby achieving both self and organizational goal.

### Specialties

- > Library, Information & Knowledge Management [Objectives setting, Processes, Technology, KM Audit, Roadmap, Implementation]
- > Document, Records & Information Management
- > Researches, retrieves, and disseminates information to target audience
- > Maintains statistics / data
- > Hire, Train, Schedule, and Evaluate team members.
- > Coordinate activities of centre with other departments
- > Managing Change through 'Innovation & Improvement tools.
- > Maintaining portals & databases for efficient storage, retrieval and Sharing information and knowledge
- > Teamwork oriented.
- > Confidence in ensuring quality of work.

### Working Experience

Total experience: 18+ years

Presently working with Hindustan Times Newspaper as Head [AGM] – Library, Archive & Information Centre w.e.f. 1st Dec 2010

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Worked With –

- Tata Power, Delhi as Assistant Manager Business Excellence & Knowledge Management w.e.f. 12th Oct, 2006 to 30th Nov 2010
- Tata Chemicals Ltd as Assistant Manager, Knowledge Management Dec05-Sept 06
- Worked with India Today Group (Delhi), F-14/15, Connaught Place, N. Delhi-1 as Senior Information Officer w.e.f. 13th of March 2000 to 15th Dec 2005.
- Worked with Business Standard Ltd. (Delhi), Pratap Bhawan, 5, Bahadur Shah Zafar Marg, New Delhi -2 as Executive w.e.f 11th Jan 1999.

### Job responsibilities:

- Continuous need assessment of the center for Information & Knowledge Management
- Planning & Implementation of Knowledge Management system & strategy
- Establishing processes for Knowledge Management
- Managing reference centre for knowledge and information service
- Software & Hardware selection & up-gradation for the center

### ABOUT:

With 18 years of involvement in overseeing Library and Knowledge store, Sujoy as of now heading Hindustan Times Information Center; preceding this worked at Tata Power, Tata Chemicals, India Today Group and Business Standard.

Sujoy plays out the everyday general administration of the Information and Knowledge Management job. He is responsible for the overall strategy, planning, and implementation of system and processes according to information need of the organization. He advances utilization of data & information.

Sujoy's center competency is in coordinating Information and Knowledge produced by big corporate with a central repository, make a structure for existing chronicled material and compose all recorded material in an easy-to-refer system. Sujoy also in charge of making a framework that will give content research support on demand and help mine important vital data.

**Personal Information:**

NAME : **SUJOY DAS**

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FATHER'S NAME : AR Das

Date Of Birth : 2/Jan/1972

Sex : Male

Nationality : Indian

Marital Status : Married

Language: English, Hindi & Bengali

Current CTC :15.18 lakhs

Address:

B-6, Flat No - 704, Krishna

Apra Gardens, Indirapuram,

Ghaziabad, UP, Pin – 201005

- Designing of the portal & database for efficient retrieval of needed information
- Monitoring and tracking of team members' performance & service quality
- Knowledge Audit.
- Implementing Business Excellence
- Managing Lessons Learned, Best Practice, Story Telling Databases.
- Organizing Community of Practice, Brain storming Sessions.
- Document and Records Management

**Education Details:**

Associateship in Information Science from C.S.I.R, Delhi 1999

Master in Economics from Rabindra Bharati, Calcutta 1996

Diploma in Computer Applications from ICE. Calcutta 1996

**Learning's**

- ISO 9001 Lead Auditor Course, 2007
- BELP + (Tata Business Excellence Model) certification
- Two External TBEM Assessments
- Factiva (Dow Jones), Indiastat, CMIE database

**Exposure to IT:**

- Various Knowledge, Information & Document Management Software (e.g. Quark DMS, Datascan, Powerfile, Granthalaya, MS Shareportal etc), Factiva, Indiastat, MS Word, MS Excel, Scanning, Adobe Photoshop, Adobe Acrobat, CD Search, Internet search etc.

**Reward & Recognition:**

- Tata Knowledge Chain Award for KM.
- Awarded by HT Media for Data management.

*Sujoy Das*