Curriculum Vitae

Amit Kumar

Permanent Address - 2/63, Tikaram Colony Kankar Khera Meerut Cantt,
Near Tikaram government Primary Hospital, Meerut-250001
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D-O-B- 18/05/1980

CAREER SUMMARY Work Experience- 13 years 09 Months.

- **NATIONAL ARCHIVES OF INDIA NEW DELHI –Archival Assistant**– 12th May 2010-till Date

The **National Archives of India** (**NAI**) is a repository of the non-current records of the Government of India and holds them in trust for the use of administrators and scholars. Originally established as the **Imperial Record Department** in 1891, in Calcutta, then capital of British India, It functions as an Attached Office of the Department of Culture under the Ministry of Culture, Government of India.

Archiving

- Authenticate, appraise and research of historical document and archival material of different Department such as President's Sectreate, Prime Minister's Office, M.H.A. Freedom Fighter Division, Rehabilitation Division, Ministry of External Affairs, Patant office Delhi, NHPC Pathankot, M.M.T.C. K.O.P.T. Finance Commission, Ministry of Water Resources department of Jal Shakti, Food Safety and Standards Authority of India etc.
- Research and record the origins and historical significance of archival material.

Record Management

- Survey, Inspection and research work of Public Records Room, such as President's Sectreate, Prime Minister's Office, M.H.A. Freedom Fighter Division, Rehabilitation Division, Patant office Delhi, NHPC Pathankot, M.M.T.C. K.O.P.T. Finance Commission, Ministry of Water Resources department of Jal Shakti, Food Safety and Standards Authority of India etc.

Digitization and Reprographic Work

- Preparation of reference media.
- Database Management in AIMS (Archival Information Management System)

Key Responsibilities

- Survey and Inspection of Public Records Room and research work on documents.
- Appraisal Historical Document and Transfer to National Archives of India.
- Carrying administrative duties such as filing, typing, copying, scanning etc.
- Searching of Records.
- Maintaining computer and manual filing systems.
- Preparing monthly reports.

- Liaison and coordinating with various departments.
- Provide information to internal colleagues or external enquirers.
- Coordinating office procedures.
- Replying to email, telephone or face to face enquiries.
- Develop and update administrative systems to make them more efficient.
- Maintain up-to-date employee holiday records.

Education

Qualification	College/ University	Year
Post Graduation-Full time (History)	CCS University Meerut	2004
Graduation-Full time (B.Sc. P.C.M.)	CCS University Meerut	2002
12th	UP Board	1999
10th	UP Board	1997

LANGUAGE : Hindi & English.

ATTRIBUTES

• Quick learner, honest, sincere, smart & hard working.
• Punctual, accurate and focused.
• Responsible towards the growth of the organization.
• Need very less supervision.

Enclosure: As Above.

(AMIT KUMAR)