

Bio-Data

Name : KAMLA MASIH
Father's Name : Late Sh. STANISLAS KUJUR
Husband Name : Mr. PRAFUL MASIH
Date of Birth : 15th January 1971
e-Mail : masih.kamla@gmail.com
Address : H.No. G-196, Sector 10, DLF, Faridabad – 121006
Marital Status : Married
Gender : Female
Religion : Christian
Language Known : Hindi, English, Oraon

Educational/Professional Qualification :

Sl.NO.	Class/Degree	Board/University	Division	Year of Passing
1.	12 th	CBSE, Delhi	Second	1988
2.	Diploma in Electronics with Specialization in Digital & Microprocessing System Design	BTE, Delhi	First	1991
3.	BCA	IGNOU, Delhi	Second	2001
4.	MCA	IGNOU, Delhi	Second	2003

WORK EXPERIENCE

1. 1992-1997 (JTA, INSDOC)
Formatted and designed the Annual Report and Annals of Library Science of INSDOC.
Formatted and designed the M-LIS Course material of IGNOU as a team member of IGNOU-Project.
A number of students and faculty of Library and Information science visited INSDOC every year as a part of the field visits. As a member of the PMD, I was involved in explaining the various activities of INSDOC and its facilities.

2. 1997-2002 (STA, INSDOC)
Maintained the Electronic Imaging of the works of six eminent scientists of India, worked as a team member of this Project.
Updated and maintained the staff and project database of INSDOC
Imparted the practical training on windows and MS Office
A number of students and faculty of Library and Information science visited INSDOC every year as a part of the field visits. As a member of the PMD, I was involved in explaining the various activities of INSDOC and its facilities.

3. 2002-2007 (TO-A, NISCAIR)
Worked as a project-co-ordinator of the “Directory of S&T awards in India” a project sponsored by the Department of Science and Technology, Delhi. In this project, I analyzed the system, collected the data by correspondence, e-mail, newspapers and direct contacted the offices. Prepared questionnaire, Printed and Posted them to various offices. Designed the structure of the database and developed the software for searching and retrieval the awards, awardees and sponsors who distributed the S&T awards in various subjects.
Imparted the practical training on windows and MS Office
Updated and maintained the website of NISCAIR.
As a member of the NSL Physical verification committee I performed the task of physically verifying nearly 10,000 books in NSL, further the date of the same data was entered and generated reports.

4. 2007 – till Now (Sr. TO(1), CRRI)
Updated and Maintained the Staff database of CRRI. Designed an ERP system for CRRI using ORACLE 11 which include six modules i.e. Manpower, Store and Purchase, Leave and Pay - bill. Updated and maintained an ERP Implementation in CRRI as an implementation team member.

Technical Skills:

- **Operating Systems:** Windows 9x/NT/XP/2000/Vista, UNIX, DOS
- **Languages:** C, C++, ORACLE Forms/Reports, PL/SQL, SQL, Visual Basic, Foxpro, ASP, Java Script , VB Script, HTML
- **Databases:** Oracle 9i, 10g, 11g, MS SQL, MS Access
- **Tools:** SQL Navigator/Developer, Oracle Developer Suite/Designer/Warehouse Builder, MS /Visual Studio/Office, Pagemaker, Ventura, Coreldraw, Front Page

(KAMLA MASIH)