

Curriculum vite



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Personal Data :-

Name : Vinod kumar
Designation : Assistant Librarian (Govt. Degree College Nainbagh
Distt. Tehri Garhwal (Uttarakhand)
Date Of Birth : 15 July 1982
Nationality : Indian
Language : Hindi , English & Garhwali
Address : Village Dharali, P.O. Rajgarhi Distt. Uttarkashi
(Uttarakhand)

Career Objective :-

To work in professional environment so as to enhance my skills and work to my fullest potential in conjunction with the objective of the organization.

Educational Qualification :-

- Passed 10th from UP Board. (1996)
- Passed 10+2 from UP Board.(1998)
- Graduate (B.Sc.) From H.N.B. Garhwal University. (2001)
- Postgraduate (Economics) From H.N.B. Garhwal University.(2003)

Profesional Qualification :-

- B.Ed from HNB Garhwal University.
- B.Lib.Sc.(Bachelor of Library & Information science) from IGNOU.
- M.Lib.Sc. (Master of Library & Information science) from LPU

IT Skill :-

1. One year Computer Course.
MS Office (MS word, MS Excel, Power Point), Internet etc.

Working knowledge Of Library Software-

1. SOUL (software of university library)
- 2.e -Granthalaya

Experience :-

1. worked as a Assistant Librarian in the central Library of Shri Guru Ram Rai Institute of Medical & Health Sciences Patel Nagar Dehradun.(from 19 march 2010 to 04 January 2018)

Performance of the Job:-

- Library Automation by Library management software ‘SOUL’ (Software of University Library)
 - Cataloging in Library Automation software.
 - Cataloging and Classification of Books/Documents with standard codes AACR-2 and DDC.
 - Stock (Book’s & Journal) verification .
 - Provide reference service to various users from time to time.
 - Classification
 - Circulation
 - Provide e-recourses service to Library users.
 - Provide reference service to various users from time to time.
 - Prepared list of overdue books and sent overdue notices to relevant patrons.
2. At present working as a Assistant Librarian in the Department of Higher Education Uttarakhand (from 06 January 2018 to till date.)

Place: Nainbagh
Date 01/10/2022

Vinod kumar