

# RESUME

---

**ANITA**

**Mobile No. :- 8569948917**

**Email ID :- anitasharma72066@gmail.com**

**Address :- #60 A, Dharampur Colony, Pinjore**



## OBJECTIVE

---

*To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trust me with responsibilities and challenges.*

## EDUCATION

---

- **MASTER OF LIBRARY AND INFORMATION SCIENCE (PANJAB UNIVERSITY, CHANDIGARH) – 68% (2021)**
- **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (PANJAB UNIVERSITY, CHANDIGARH) – 69% (2020)**
- **MASTER OF ARTS, HINDI, WITH HONOURS (PANJAB UNIVERSITY, CHANDIGARH) – 68% (2019)**
- **BACHELOR OF ARTS (PG GCG, 11, CHANDIGARH) – 60% (2017)**
- **12<sup>TH</sup> (K.V.S ) – 69% (2014)**
- **10<sup>TH</sup> (SARASWATI HIGHT SCHOOL) - 76% (2012)**

## WORK EXPERIENCE

---

- **Worked as a Librarian in Awasthi Ayurvedic Medical college and hospital, Nalagarh. (06/06/2022 – 13/10/2022)**
- **Working as a Assistant Librarian in ICFAI University Baddi, Himachal Pradesh. (From 14/10/2022)**

## SKILLS

---

- ***Excellent communication and interpersonal skills.***
- ***The ability to be organised and methodical, something which is essential with the demands of everyday sorting and stacking in a library.***
- ***A naturally hospitable and friendly personality is essential in community – oriented jobs.***
- ***Highly familiar with the duties and responsibilities of a librarian due to previous experience which means I only need guidance in my new role.***

- *Excellent computer literacy which is required in this newly electronic era of libraries.*
- *Working Knowledge of koha, Libsys Software.*
- *Working Knowledge of Wix, Weebly (Website making Sites).*

## **HOBBIES AND INTEREST**

---

*As with most librarians, my hobbies involve, first and foremost, reading books. I am also a novice writer of poetry and often participate in the group poetry readings in my local cafe. I also enjoy spending time with my family and friends on weekends.*

## **PERSONAL DETAILS**

---

<b>Father's Name</b>	:	<b>KANWAR SINGH</b>
<b>MOTHER'S NAME</b>	:	<b>INDRAWATI</b>
<b>DOB</b>	:	<b>05/07/1996</b>
<b>GENDER</b>	:	<b>FEMALE</b>
<b>MARITAL STATUS</b>	:	<b>UNMARRIED</b>
<b>LANGUAGE KNOWN</b>	:	<b>ENGLISH, HINDI</b>
<b>HOBBIES</b>	:	<b>COOKING, FOODIE, TRAVEL , MUSIC</b>
<b>OTHER CONTACT</b>	:	<b>7206633636</b>

---

## **DECLARATION**

*I hereby affirm the information given in their documents is correct to best of my knowledge.*

**(ANITA)**

