

BITTU

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vpo-gunta. Teh- bansur. Dist.-Alwar. Rajasthan, Pincode 301402

PROFILE SUMMARY

Motivated and detail-oriented Library Trainee with a strong academic background in Library and Information Science and practical experience in cataloging, classification, and circulation services. Skilled in library automation tools such as Koha and GSDL, and proficient in computer applications including MS Word, MS Excel, and Canva. Known for excellent communication, problem-solving abilities, and a strong commitment to user satisfaction. Passionate about promoting reading habits, managing library resources efficiently, and supporting educational and research needs. Currently pursuing M.LIS to advance expertise in modern library systems.

PROFESSIONAL QUALIFICATION

M.LISc

- Master in Library and information science
- University of Rajasthan ,Jaipur

1st Sem. 70.6 %
2nd Sem. On going in Presentt time

B.LISc

- Bachelor in Library and information science
- University of Rajasthan ,Jaipur

64.30 % *2024*

Computer Course

RSCIT
VMOU KOTA

2022

ACADEMIC QUALIFICATION :

Graduation

- B.sc

65.48 % *2021*

Sr.Secondary (12th)

- Science (PCB)
- BSER Rajasthan

74.20% *2014*

Secondary (10th)

- All BSER Subject
- BSER Rajasthan

67.33 % *2012*

CAREER PROFILE

- Excellent communication and interpersonal skills.
- Demonstrated ability to work effectively as a team player as well as
- Working independently to achieve objectives
- Proficient in all types of computer related works.
- Multilingual: Hindi and English

AREAS OF INTEREST

- Library and Information Services.
- Library Automation.
- Cataloguing And Classfication
- On Line Journals, Database & Documentation Service..
- User Satisfactory Services.

Place : Jaipur

Bittu