TANNU SANKHLA

LIBRARIAN



ABOUT ME

NAME - TANNU SANKHLA
FATHER NAME -SUNIL SANKHLA
DOB -23 JUNE 2001
RESIDENTIAL ADDRESS-4943, PURANI KOTWALI KA RASTA ,
SANJAY BAZAR ,GHATGATE JAIPUR

CAREER OBJECTIVE

LOOKING FOR AN OPPORTUNITY TO WORK WITH AN ORGANISATION WHERE I CAN DEVELOP MY SKILLS, STRENGTHEN MY KNOWLEDGE AND GRASP MY POTENTIAL.

CORE LIBRARY SKILLS

- **INFORMATION MANAGEMENT**- CATALOGING (MARC, DEWEY), CLASSIFICATION.
- **ORGANIZATION:** TIME MANAGEMENT, ATTENTION TO DETAIL, **MULTITASKING.**
- **COMMUNICATION**: VERBAL & WRITTEN COMMUNICATION, ACTIVE LISTENING, INTERPERSONAL SKILLS, PATRON RELATIONS.
- **PROBLEM-SOLVING & CRITICAL THINKING**: ADDRESSING CHALLENGES, INNOVATIVE SOLUTIONS

EDUCATION

RAJASTHAN UNIVERSITY
BACHELOR OF ARTS (MAHARANI COLLEGE)
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
MASTER OF LIBRARY AND INFORMATION SCIENCE

PRATICAL KNOWLEDGE

DIGITAL LIBRARY SOFTWARE - GREENSTONE
LIBRARY AUTOMATION SOFTWARE - KOHA

COMPUTER SKILLS

SPREADSHEET
MS OFFICE
OPEN OFFICE
SLIDE PRESENTATION ETC.

CONTACT DETAILS

☎ 8209555314

TANNUSANKHLA08@GMAIL.COM

WORK EXPERIENCE

JULY 2025- TILL NOW
WORKING AS A LIBRARIAN
SHREE MAHAVEER DIGAMBER JAIN BALIKA SENIOR SECONDARY SCHOOL

9JULY 2025-8JUNE 2025
INTERNSHIP PROGRAMME
RAJASTHAN UNIVERSITY LIBRARY , UNIVERSITY OF RAJASTHAN ,JAIPUR