

**Kamini Bala**
Pratap Nagar, Jaipur
Contact No: 8619310778, 9024180173
Email: cpmi777@gmail.com

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## Career Objective

To work with an organization where I can enhance my skills and contribute to its growth. My goal is to grow professionally alongside the organization and contribute actively to the achievement of organizational objectives.

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## Work Experience

**Library Assistant**
**Janki Devi Public School, Pratap Nagar, Jaipur**
*December 2021 – August 2024*

- Managed membership records and sent overdue reminders to users.
- Handled lost book records and collected overdue fines for submission to the accounts department.
- Sent reminders for missing issues and updated periodical displays on the shelf.
- Provided reference services to users and assisted with the weeding out of outdated magazines.
- Provided support for library events and activities, managed the bill register, and handled files related to circulation and periodical sections.
- Updated the notice board with relevant information and performed other tasks assigned by the Librarian.

## Educational Qualifications

- **B. Lis.** – MVGU, Jaipur
- **B.A.** – Himalayan Garhwal University, Uttarakhand
- **Senior Secondary** – Board of High School & Intermediate, UP
- **Secondary** – Board of High School & Intermediate, UP

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## Hobbies

- Reading Books & Magazines

**Personal Details**

- **Name**: Kamini Bala
- **Father's Name**: Lt. Hari Nandan Tripathi
- **Date of Birth**: July 1, 1981
- **Sex**: Female
- **Nationality**: Indian
- **Marital Status**: Married
- **Languages Known**: Hindi, English, and Local Dialect
- **Permanent Address**: Pratap Nagar, Jaipur

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**Expected Salary**

Negotiable

**Date**: _____

(Kamini Bala)