

CONTACT

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Amor by Aashish Group, Flat No. 201, Block-B, Patrakar Colony, Kesli Road, Mansarovar, Jaipur, Rajasthan - 302020

SKILLS

- Cataloguing & Classification (DDC)
- Library Management Systems (LMS)
- Information Retrieval & Research Support
- Reader & Reference Services
- Records & Documentation Management
- Team Coordination

LANGUAGES

- Hindi (Native)
- English (Professional)

CERTIFICATIONS

- RSCIT Course (VMOU Kota, 2016)
- Advance Office & IT Coaching

PERSONAL SPECS

DOB
20-12-1999

FATHER'S NAME
Trivendar Kumar Gupta

HOBBIES
Reading, Music, Traveling

ARTI GUPTA

LIBRARIAN

PROFILE SUMMARY

Dedicated Library & Information Science professional (M.LIS, B.LIS) with over 5 years of combined professional experience in administration, client services, and information handling. Skilled in cataloguing, classification, record management, and reader assistance, with a strong foundation in organizing and retrieving information efficiently. Known for accuracy, discipline, and effective communication, with a proven ability to manage documentation, coordinate with diverse stakeholders, and support smooth day-to-day operations.

EDUCATION

M.LIS (Master of Library & Information Science) - 2024
VMOU, Kota, Rajasthan

B.LIS (Bachelor of Library & Information Science) - 2021
IGNOU, Jaipur

M.A. Final (Sociology) - 2022
University of Kota, Rajasthan

B.A. (Bachelor of Arts) - 2019
University of Kota, Rajasthan

12th Standard - 2016
Ajmer Board, Rajasthan

WORK EXPERIENCE

Student & Enrollment Counselor
Coding Jet Computer Classes
July 2024 - July 2026

- Guided students and parents in selecting suitable courses, maintaining accurate enrollment records and documentation.
- Organized course-related information and resources, and assisted enquirers in locating the right material and options.

Sales Development Manager (SDM)
HDFC Life Insurance
Feb 2024 - June 2024

- Maintained structured client records and documentation while coordinating team targets and reporting.
- Supported clients with accurate information retrieval to guide their decisions.

Relationship Officer
Canara HSBC Life Insurance
Nov 2022 - March 2023

- Managed diverse customer records and portfolios, ensuring accurate documentation and retrieval.
- Provided reference support to customers, addressing queries with relevant information.

Collection Manager
Guru Shakti Enterprises
2020 - 2022

- Maintained and organized corporate account records, ensuring proper filing and reconciliation.
- Coordinated with clients to keep documentation transparent and up to date.

Sales Officer
Micu Customer Service
2019 - 2020

- Handled client information requests and maintained accurate service records.

Receptionist
Radhe Krishna Hospital
2018 - 2019

- Managed front-desk records, appointment registers, and patient documentation systematically.

I hereby declare that the above-mentioned information is correct up to the best of my knowledge and belief.

Date: (Arti Gupta)

Place: