Curriculum Vitae

Parmar Peenal Natavrlal
Behind 5 bangla,
Near Genius tution classes,
Shiv Shakti Society,
Becharpura, Palanpur,
Banaskantha-385001

Objective

A career that can offer me challenge stimulating problem with clear understanding and goal oriented approach to problem solving and would like to secure challenging position in an industry and contribute my skill in progress of company.

PERSONAL PROFILE

Name	**:** Parmar Peenal
Father's Name	**:** Parmar Natavarlal
Date of Birth	**:** 06/08/1989
Marital Status	**:** Divorcee
Permanent Address	**:** 168, Parmar Vas No-01, Mu.Po.Ta- Nava Delwada,Nadari Vasahat, Ta - Vadali, Dist - Sabarkantha, Gujarat - 383235
Languages Known	**:** Gujarati, Hindi, English
Contact No.	**:** +91 9081653660
E-Mail	**:** pinal.parmars2013@gmail.com

EDUCATION

Sr. No.	EXAM	BOARD	Year	PERCENTAGE
1	SSC	GSEB	March - 2004	63.14
2	HSC	GSHSEB	March - 2006	64.00
3	B.A. (Sanskrit)	HNGU	March - 2009	49.33
4	MLISc. (Library & Information Science)	Gujarat Vidyapeeth, Ahmedabad	April - 2011	59.19
5	Gujarat State Eligibility Test (GSET)	M.S. University, Baroda	Jan - 2024	50.00

6	National Eligibility Test (NET)	UGC	March-2025	48.00
7	PGDLAN	IGNOU	Pursuing	

ICT SKILLS

Have successfully completed CCC exam with Grade B from Computer Education Training Centre, Gandhinagar

WORK EXPERIENCE

1. I have work experience with Divyachetana College Of Education as **Librarian** 11 Aug. 2011 to 30 May 2012.

2. I have work experience with Low Literacy Girls Residential School as **Hostel Warden (Female)** 16 Jan. 2014 to 02 May 2015 and 07 July 2015 to 30 Sep 2015.

3. I have work experience with Mehsana Nursing College as **Hostel Warden (Female)** 19 Oct. 2015 to 30 July 2016.

4. I have work experience with R.G. Barot College of Education as **Assistant Librarian** 01 Jan. 2017 to 30 May 2017.

5. I have work experience with Low Literacy Girls Residential School as **Hostel Warden (Female)** 10 July 2017 to 05 May 2018.

6. I have work experience with State Institute of Hotel Management College as **Hostel Warden (Female**) 08 Sep. 2022 to 05 Feb. 2024.

7. I have been working as a **Hostel Warden (Female)** at Hemchandracharya North Gujarat University, Patan, since 21 January 2025.

RELEVANT SKILLS

- Able to work as a team with people from diverse backgrounds.
- Able to learn quickly in a new situation and adapt to requirements.

- Excellent personal and interpersonal skills such as punctuality, honesty and respecting norms of an organization.
- Responsible and Innovative.
- Able to work under pressure with minimum supervision.

Present Job Profile

- Under the direct supervision of the principal, I have to perform the following tasks:
- Monitor the observance of discipline and code of conduct among students, including attendance records;
- Monitor the cleanliness in the hostel rooms and hostel complex at large;
- Supervise cleaning and maintenance staff;
- Coordinate hostel security and handle emergencies that may arise in collaboration with security staff;
- Assist in checking in/out of students and induction of new students into hostel life;
- Provide pastoral care for residential students and coordinate with other hostel staff members on any projects or extracurricular activities that may benefit the hostel and the students;
- Assist in ensuring overall quality, decorum and conducive environment of the girl's hostel complex; and
- Maintaining of inward/outward register for the official correspondence.
- Perform any other duties as required
- I am first and foremost passionate about physical books and sources.I love the tangibility of physical objects.But I'm very sentient of how technology has become interwoven with our everyday lives—and libraries are no exception.
- As a librarian I played various roles related to library management.
- As a librarian, my work revolves around curating, organizing, and providing access to a vast array of information resources. This includes books, digital materials, journals, and more, catering to the diverse needs and interests of our community.
- I assist patrons in finding the information they seek, whether for research, education, or leisure, and also play a crucial role in promoting literacy, fostering a love for reading, and supporting lifelong learning. Additionally, I engage in collection development, cataloging, and managing library systems to ensure smooth operations and efficient access to knowledge. Overall, my role is centered on facilitating learning, exploration, and intellectual enrichment within our library's environment.

DECLARATION

As a person with good academic credentials, motivation and capability for hard work, I am confident of doing very well in my fields of endeavor, and to the advantage of the organization I work for. The above-furnished details are true to my knowledge and belief.

Place: **(Parmar Peenal N.)**

Date: