

Kamini Bala
Pratap Nagar, Jaipur
Contact No: 8619310778, 9024180173
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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.

Work Experience

Library Assistant
Janki Devi Public School, Pratap Nagar, Jaipur
18April2022 –31 Dec 2025

- 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- Provided reference services to users and assisted with the weeding out of outdated magazines.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

- **M. Lib.(Pursuing)** – MVGU, Jaipur
- **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

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

Expected Salary

Negotiable

Date: _____

(Kamini Bala)