Curriculum Vitea



Saroj Kumar Shukla

Name	:	Saroj Kumar Shukla
Father's Name	:	Sh. Avadh prasad shukla
Permanent Address	:	Village- Mavaya Kalan, Post-Kanva Barabanki U.P., PIN – 225124
Corr. Address	:	Village- Mavaya Kalan, Post-Kanva Barabanki U.P., PIN – 225124
		Mobile: 07007328621,6390627465
		E-mail: rmk.saroj@gmail.com rmk_shukla@gmail.com
Date of Birth	:	02-05-1981, (Second May Nineteen Eighty One)
Marital Status	:	Married.
Nationality	:	Indian.
Professional Qualification:		Master of Library and Information Science, from "Indira Gandhi National Open University" IGNOU, Maidangarhi, New Delhi.

Bachelor of Library and Information Science, from "Indira Gandhi National Open University" IGNOU, Maidangarhi, New Delhi.

Post Graduate Diploma in Intellectual Property Right from "Indira Gandhi National Open University" IGNOU, Maidangarhi, New Delhi.

Computer Certificate : NIELET CCC certificate

Academic Qualification : Graduation in Arts, 2004, Ram Manohar Lohiya University, Fairabad

Intermediate, 1999, Allahabad Board, Allahabad

Matriculation , 1996, Allahabad Board, Allahabad

Area of Specialization : Classification, Cataloguing, Computerization of Library and Documentation Centre, Indexing, Compiling of Subject Bibliography and Maintaining library data bank.

Job Profile :

- Classification and Cataloguing of Books, Reports, Documents, etc.
- Processing of computerization work, keeping track source of books, reports and any other needs of the organization.
- Managing the inter library loan system through DELNET from the other libraries.
- Manage Shelving and Retrieving of Books from the shelves.
- Completely control the Circulation System (Issue and Return of the books and documents).
- Maintaining the library records.
- Verification of new and old books.
- Library correspondence.
- Subscription of the journals and magazines.

Computer Proficiency : MS Office and Internet Browsing,c++.
Typing Proficiency : English ,Hindi Typing

Knowledge of Library Management Software:
Excellent command on LIBMAN, LIBWARE (commercial software) and CDS-ISIS, WIN-ISIS (open source software).

Experience:

1. Past worked with Central Library, IET College Alwar ,Rajasthan, As a Libraran from 4, August 2006 to 31-3-2021. Being a libraran I am responsible for provide satisfactory services to daily library users.

2. Present Work with India Literacy Board Central Library,As a Librarian from 1,April 2021 to Till Date Being a libraran I am responsible for provide satisfactory services to daily library users.

Publication:

Shukla, Saroj Kumar (2012). Library Automation and Introduction. Presented in National Conference on *Innovative Library Services For Dynamic Knowledge Society*, February 19th, Faridabad: Echelon Institute Of Technology & Society For Information Research & Studies (Sirs).

Goal:

Become a actual information provider: collect, select, store and organize all the relevant current information related to thrust of the organization and make available the information to the visitors and researchers in time.

Reference:

1. Dr Dharam Kumer Kulshresthal Ram Lal Anand College, University of Delhi, Benito Juarez Road, New Delhi-110021 Mob.09810395O9	**2.** Dr Mausmy Natrajan Scientist 'F', Head, Education & Training, NISCAIR, 14, Satsang Marg, Qutab Institutional Area, New Delhi-110067 Mob.09818131967 Mail: natarajan@niscair.res.in

Date: 7 /1 /2023

Place:

SAROJ KUMAR SHUKLA