RAJWINDER KAUR

H.No 181,182 V.P.O. Gumanpura
Dist Amritsar ,Punjab - 143105
Mob No: 6283167541
MailId:sandhurajwinder234@gmail.com

OBJECTIVE

Knowledgeable, passionate, customer-driven and innovative library administrator with more than 8 years of experience in the academic library setting. Provide the highest quality learning resources and digital information content to enhance the educational experience. Extensive knowledge about materials, research databases, circulation, and other aspects of archiving. Experience working with and supervising staff and supporting library operations.

ARE AS IN TEREST

Classification, Cataloguing, administrative services, Education and Education Management Curriculum Development.

EDUCATION

Degree	University/Board	PassingYear	%age
M.LIB	GNDU	2018	63.18 %
PGDCA	GNDU	2017	75.38%
B.LIB	GNDU	2016	64.89 %
M.A.(withhons. Pol.sci)	GNDU	2015	63.50%
B.A	GNDU	2013	56%
+2	P.S.E.B	2010	60%
Matric	P.S.E.B	2008	60.87%

WORK EXPERIENCE

S.No	INSTITUTENAME	PERIODOF SERVICE	DESIGNATION
1.	**Central Institute of Petrochemicals Engineering &Technology (CIPET) Amritsar, Punjab.**	**01-10-2018 to 22.04.2023**	**Librarian**
2.	**Central Institute of Petrochemicals Engineering &Technology(CIPET) Baddi, Himachal Pradesh.**	**24.04.2023 to Till Date**	**Librarian**

PROFESSIONAL TRAINING

- 6 months of internship in (Bhai Gurdas Library) Guru Nanak Dev University,Punjab.
- One day workshop for librarians on Implementation challenges of RFID Technology & Koha ILMS"
- I have completed the training of NewGenLib library software
- I have completed the training of E- Granthalaya library software

JOB DESCRIPTION

- Maintained and updated library records, ensuring accuracy and proper documentation.
- Managed overall library operations including organization, cleanliness, and security of resources.
- Developed and maintained systematic inventory of books, journals, periodicals, and multimedia resources.
- Performed regular updates and verification of library database and information systems.
- Assisted students, faculty, and researchers in locating study materials and reference resources.
- Handled user queries through phone, email, and in-person communication effectively.
- Managed circulation services including issuing/returning books, library cards, and fine collection.
- Supervised library staff and volunteers to ensure smooth daily functioning.
- Managed procurement process including purchase requests, vendor coordination, and stock management.
- Conducted cataloging, classification, and proper shelving of library resources.
- Ensured maintenance and repair of damaged books and library materials.
- Supported development of library website content including book summaries and updates.
- Implemented new information systems and improved digital library processes.
- Assisted in budget management and proper utilization of library resources.
- Conducted stock verification and maintained accurate inventory control.
- Performed additional duties as assigned for efficient library functioning.
- Successfully managed relocation of the library and ensured proper arrangement, systematic setup, and smooth organization of all library resources.

ADMINISTRATION / ACADEMICS SERVICES

- Member of Library Committee.
- Member of Institution Industry Cell Committee.
- Member of Equal Opportunity Cell Committee. Newsletter Adv. Coordination
- Coordinated admission-related advertisement publications in newspapers and ensured timely release of information.
- Collected monthly activity materials from the center, compiled the information Dept. wise , and prepare E-newsletter materials, which are sent to the head office via official email.

- CIPET Long Term Diploma Admission related Documents Updating.
- Semester /Supply Internal / External Marks Coordination.
- Coordinate to Dispatch of Original Docs (Make Sheet, Diploma, T.C, migration etc.)

LIBRARY SOFTWARE KNOWLWDGE

- NewGenLib
- E- Granthalaya
- Koha

COMPUTER KNOWLEDGE

- Micro soft office
- HTML
- Photoshop
- Basics Knowledge.

STRENGTHS

- Diligence
- Hard and smart working
- Patience and perseverance.
- Decision making

PERSONALPROFILE

- Name : Rajwinder Kaur
- Father's Name : S. Chattarpal Singh
- Marriage Status : Unmarried
- Date of Birth : 26-04-1992
- Languages Known : Punjabi, Hindi & English

I hereby declare that the above mentioned particulars are true to the best of my knowledge and I assure you that I will work in the right earnestness and fulfill the expectation so my superiors.

(RAJWINDER KAUR)