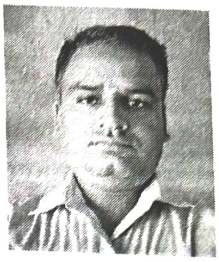
CURRICULUM VITAE

Girraj Kumar Sharma
Address:Salagrampura
Post: Shivdaspura
Tehsil: Chaksu
District: Jaipur, Rajasthan, India
Mobile: +91-9785360159
Email: girrajkumarsharma.lib@jecrc.ac.in



Career Objective

To work in a professional organization where I can utilize my knowledge, experience, and skills in library management and administration while contributing effectively to the growth and success of the organization.

Key Strengths

- Good knowledge of computer applications and MS Office.
- Good communication and interpersonal skills.
- Hard-working, sincere, determined, and polite.
- Ability to work independently as well as in a team environment.
- Strong knowledge of library operations and documentation.

Educational Qualifications

Qualification	Board / University	Medium	Year	Status
Secondary	Board of Secondary Education, Rajasthan, Ajmer	Hindi	2003	Passed
Senior Secondary	Board of Secondary Education, Rajasthan, Ajmer	Hindi	2005	Passed
Bachelor of Arts (B.A.)	University of Rajasthan, Jaipur	Hindi	2008	Passed
Bachelor of Library & Information Science (B.Lib.)	VMOU, Kota	Hindi	2012	Passed

Computer Proficiency

- MS Word
- MS Excel
- MS PowerPoint
- Windows Operating Systems
- Internet Applications
- FoxPro
- Programming in C

Work Experience

Library Clerk
JECRC Foundation, Jaipur
July 2005 – Present

Providing library services for:

- Mahatma Gandhi Institute of Applied Sciences
- JECRC School of Management
- JECRC BBA
- JECRC College of Pharmacy
- Jaipur Engineering College and Research Centre

Responsibilities

- Library circulation work (Issue/Return of books)
- Book cataloguing and classification
- Library record maintenance
- Assisting students and faculty members
- Stock verification
- Managing library databases and documentation
- RFID software handling and smart card management

Personal Details

Name: Girraj Kumar Sharma
Father's Name: Shri Madan Lal Sharma
Date of Birth: 20 February 1986
Nationality: Indian
Marital Status: Married
Languages Known: Hindi and English

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.



Signature
(Girraj Kumar Sharma)

Place: Jaipur
Date: 02/07/2026