Resume

RAHUL KUMAR



47-B BLOCK-F GANESH SHANKER VIDYARTHI NAGAR
PANKI, KANPUR
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OBJECTIVE

TO CONTRIBUTE MY KNOWLEDGE AND SKILLS IN LIBRARY AND INFORMATION SCIENCE TOWARDS CREATING AN ORGANIZED, RESOURCEFUL, AND LEARNER-CENTERED LIBRARY ENVIRONMENT. TO PROMOTE READING HABITS, INFORMATION LITERACY, AND ACADEMIC EXCELLENCE WHILE CONTINUOUSLY ENHANCING MY PROFESSIONAL SKILLS IN A PROGRESSIVE EDUCATIONAL INSTITUTION.

CURRENTLY WORKING

- **ALLENHOUSE PUBLIC SCHOOL, PANKI (KANPUR)**
- **POST - LIBRARIAN**
- **FROM – 1ST April 2024 TO Till Know**
- **WORK – In this school library, I perform various tasks in different areas from time to time -** Circulation, ERP Library Software, Cataloging of Books, Accessioning of Books, Tooling of Books, Stock Verification, Daily Library Routing Work and Reading Promotion Activities While Supporting Students' And Teachers' Learning Needs.

EXPREIENCE

- **IIT KANPUR (P.K KELKAR LIBRARY)**
- **POST – LIBRARY PROFESSIONAL ASSISTANT**
- **FROM – 14 DEC 2020 TO 13 DEC 2021**
- **WORK –** In This Library I Do So Many Work In Different-Different Section Time To Time Like As :- Circulation, Koha, RFID, Cataloging Of Books, Accessioning Of Books, Tooling Of Books, Stock Verification And Daily Library Routing Work.

- **MAHARANA PRATAP INTERNATION SCHOOL (M P E C KANPUR)**
- **POST- LIBRARIAN**
- **FROM – 20TH DECEMBER 2021 TO 30th March 2024**
- **WORK –** In This School Library, I Perform Various Tasks In Different Areas From Time To Time - Circulation, ERP Library Software, Cataloging of Books, Accessioning of Books, Tooling of Books, Stock Verification, Daily Library Routing Work And Reading Promotion Activities While Supporting Students' And Teachers' Learning Needs.

- **SANDVIK FIRE INDUSTRIES (KANPUR)**
- **POST - MANAGER**
- **FROM – 09th April 2018 TO 20th November 2020**
  WORK – In This Industries, I Perform Various Tasks In Different Areas From Time To Time - Billing, Maintaining Records And Reports, Testing, Allocating Manpower Resources And Planning Schedule And Etc.

EDUCATION

- **MASTER IN LIBRARY AND INFORMATION SCIENCE (M.LIB) / UPRTOU / 2020 / 69.0 %**
- **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.LIB) / UPRTOU/ 2019/ 68.6 %**
- **LLB / C.S.J.M. UNIVERSITY KANPUR / 2024 / 61%**

- M.COM / C.S.J.M. UNIVERSITY KANPUR / 2019 / 58 %
- B.COM/ C.S.J.M. UNIVERSITY KANPUR / 2017/ 55 %
- 12TH / COMMERCE / K.V NO.2 ARMAPUR KANPUR /C.B.S.E BOARD / 2014 / 61%
- 10TH / K.V ANDREWS GANJ NEW DELHI / C.B.S.E BOARD / 2011 / 55%

SKILL

- TEACHER COLLABORATION AND CURRICULUM SUPPORT
- EVENT PLANNING (BOOK FAIRS, READING WEEK, LITERARY ACTIVITIES)
- LIBRARY ORIENTATION FOR STUDENTS
- LIBRARY AUTOMATION SOFTWARE (KOHA, ERP)
- STOCK VERIFICATION AND RECORD MAINTENANCE
- ORGANIZATION AND TIME MANAGEMENT
- LIBRARY MANAGEMENT
- READING PROMOTION
- LABORIOUS

HOBBIES

- READING BOOKS
- FOOTBALL
- CREATING NEW WORKS
- LISHING MUSIC
- COOKING

PERSONAL PROFILE

- DATE OF BIRTH : 19TH MAY 1994
- FATHER NAME : HARE RAM RAM
- MOTHER NAME : ASHA DEVI
- MARITAL STATUS : SINGLE
- LANGUAGE : ENGLISH & HINDI
- NATIONALITY : INDIAN

SALARY

- NEGOTIABLE

DECLARATION

I HEREBY, DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

PLACE : RAHUL KUMAR

DATE :