SALAUDDEEN KHAN

Senior Library Assistant



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OBJECTIVES

- To be a part of a highly esteemed world class institution which provides a dynamic, conductive, and stimulating work environment and nurtures my talent, enthusiasm, and devotion in the field of library and information science.
- Aspiring for an opportunity to work with a reputed organization in which I can implement my knowledge, skills & potentials, thereby contribute to achieving the organizational and personal goals.

EXPERIENCE DETAILS

- Presently I am Working as a post of Senior Library Assistant in Learning Resource Centre of JK Lakhsmipat University, Jaipur from 1st March 2023 to till date.
- I have Worked as a post of Library Assistant in Learning Resource Centre of JK Lakhsmipat University, Jaipur from 4th February 2015 to 28 February 2023.
- I have worked as a post of Library Trainee in the Learning Resource Centre of JK Lakhsmipat University, Jaipur from 16 September 2013 to 3rd February 2015

PROFESSIONAL QUALIFICATIONS

M.Lib. & I.Sc. Aligarh Muslim University, Aligarh	**1st Div.**	**2012**
B.Lib. & I.Sc. Aligarh Muslim University, Aligarh	**2nd Div.**	**2011**

EDUCATIONAL QUALIFICATIONS

Master of Commerce Dr. B.R.A. University, Agra	**2nd Div.**	**2010**
Bachelor of Commerce Dr. B.R.A. University, Agra	**2nd Div.**	**2008**
Intermediate U.P. Board	**2nd Div.**	**2005**
High School U.P. Board	**2nd Div.**	**2003**

OTHER QUALIFICATIONS

- Passed **URDU** paper with I[st] Div in High school and Intermediate from U.P. Board.
- Diploma in Computer & Information Technology with grade **'A'** from Metro Computer Education society in Aligarh U.P.
- Six months Basic Diploma in Computer from Uptron Powertronics Ltd. in Aligarh U.P.

TECHNICAL SKILLS

- **Library Automation Software & Digital Library Software:** Koha and GreenstoneDspace, Alice for Windows, SOUL, LibSys,CDS/ISIS, WINISIS
- **Acquisition:** Selection procedure of books and non-materials on request approval, ordering, rendering in accession register, Kardex acquisition statics.
- **Cataloguing:** AACR-2 & CCC
- **Classification:** Classification of book and non-book materials by DDC (22nded.), CC (6th rev.ed.) & UDC (abridged edition)

COMPUTER SKILLS

Office Suites	MS Office and HTML
Operating System	Linux, Unix, MS-DOS, MS-Windows, and Windows 11
Library Automation Packages	Koha, DSpace LibSys, Alice for Windows, SOUL, CDS/ISIS, and WINISIS
Knowledge of Internet	Surfing & E - Database / Resources search by different search methods.

DISSERTATION ACCOMPLISHED

- Dissertation completed entitled **"Literature on Jaundice (2009-2011): A Bibliometric Study".** Dissertation work accomplished under the supervision of Asst. Prof. Dr. Mehtab Alam Ansari, Department of Library & Information Science, AMU, Aligarh in 2011-12.

LEADERSHIP ABILITIES

- **SEMINAR SECRETARY, MULSA, AMU, Aligarh in 2010-11 and 2011-12.**
  Seminar Secretary of Muslim University Library Science Student's Association, Department of Library, and Information Science.
- Participated in U.P. Bharat Scouts and Guides in 2003-04 and 2004-05 from GIC Aligarh.

SPECIAL INTERESTS

Library Automation, Computer and its application to libraries, Classification, Subject indexing, Subject cataloguing, other Subject Approaches to Information and Social Work.

LANGUAGES KNOWN

Reading, Writing and Speaking fluency in English, Hindi & Urdu.

PERSONAL DETAILS

Father's Name:	Mr. Jainuddin Khan
Mother's Name:	Mrs. Jaheera Begum
Date of Birth:	16/08/1987
Sex:	Male
Marital status:	Married
Nationality:	Indian

REFERENCES

1. **Dr. Mahtab Alam Ansari**, Associate Prof., Department of Library & Information Science, AMU, Aligarh Mobile No. +91-9358219781
2. **Dr. Mustahsan Usmani Raja**, Librarian., JK Lakshmipat University, Jaipur Mobile No. +91-9415432599

Date: _____

Place: _____ **(SALAUDDEEN KHAN)**