ANJALI SAINI

JMC 294 shri ram colony,
Ram nagar sodala Jaipur , Rajasthan
📞 7976851723
✉️ anjalisaini1079@gmail.com

CAREER OBJECTIVE

A dedicated and organized Library Science professional seeking a position as a **Library Trainee**, where I can utilize my academic excellence, strong organizational abilities, and **Gold Medal achievement in B.LIB** to support an efficient and well-structured library environment.

EDUCATIONAL QUALIFICATIONS

Qualification	Year	Percentage / Result
Master of Library & Information Science (M.LIB / MLIS)	2025	81.50%
Bachelor of Library & Information Science (B.LIB / BLIS)	2024	78.50% 🏅 Gold Medal Holder
Master of Commerce (M.Com)	2023	68%
Bachelor of Commerce (B.Com)	2021	70.67%
Senior Secondary (12th)	2018	81.60%
Secondary (10th)	2016	79.83%

KEY SKILLS

- Gold Medalist in Bachelor of Library & Information Science
- Library Management and Organization
- Book Classification and Cataloguing (Basic Knowledge)
- Record Keeping and Documentation
- Issuing and Return of Books
- Handling Manual and Digital Library Systems
- Office Administration Support

- Computer Skills: MS Word, MS Excel, Email, Internet

PROFESSIONAL & PERSONAL SKILLS

- Excellent organizational and management skills
- Ability to handle multiple tasks efficiently
- Strong attention to detail
- Responsible and disciplined work attitude
- Good communication and coordination skills
- Calm, polite, and professional behavior
- Ability to maintain a well-organized library and office environment

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PERSONAL DETAILS

- **Father's Name:** Rakesh Saini
- **Mother's Name:** Laxmi Saini
- **Address:**
  JMC 294, Shri Ram Colony,
  Ram Nagar, Sodala, Jaipur
- **Nationality:** Indian
- **Languages Known:** Hindi, English

DECLARATION

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

Place: Jaipur
Signature: Anjali Saini
