RESUME

NEHA SAINI

Add. - Panchwati Scheme No-7
Opp. Plot No-110
Alwar, Rajasthan- 301001

Mob. No. 7340595422
Email id- nsaini2525@gmail.com

CAREER OBJECTIVE: -

To work in a challenging environment demanding all my skills and adapt myself in different fields for the development of the organization with impressive performance.

EDUCATIONAL QUALIFICATION: -

- 10th From Rajasthan Board, Ajmer with 45.67 in 2009.
- 12th From Rajasthan Board, Ajmer with 48.62 in 2011.
- B.A. from the University of Rajasthan, Jaipur with 49.33 in 2014.
- Bachelor of Library & Information Science from VMOU, Kota with 63.87 in 2016.
- Master of Library & Information Science from the University of Rajasthan, Jaipur in 2018, with a CGPA of 3.33.

COMPUTER: -

- Two-month course in Office Automation.
- One-year course in Master Diploma in Computer Information & System Management.

WORK EXPERIENCE: -

- Worked as a Library Trainee at LNMIIT, Jaipur from September 2017 to August 2025.
- Currently working as an Assistant Library at LNMIIT, Jaipur since August 2025.

CERTIFICATE: -

- One Day Workshop on DELNET Resources, Services and Facilities & Dspace Dated 24 Oct 2015.
- Two Days Conference on ICT Dated 24-25 Jan 2017.
- One Day Seminar on World Book Day "Intellectual Property Right and E-Publication" Dated 23 Apr 2017.
- Two Days workshop on "Open-Source Library Management Software-Koha" Dated on July 08 & 09, 2017.
- Three Days of the workshop on "Open-Source Library Management Software-Koha" During 13-15 December 2018.
- Two Days Conference on "National Conference on Revisiting Public Library Services in Current Scenario" From October 12th – 13th 2019.
- Two Days Workshop on "Basic Computer Skills" Dated 06-07 June 2023.
- Two Days "National Conference on Innovative Library Technologies and Services (NCILTS-2024)" Dated 20th – 21st February 2024.
- Two Days Workshop on "The 2nd Staff Development Program on Basic Computer Skills May 27-28, 2024.

PERSONAL INFORMATION: -

Name	:	Neha Saini
Father's Name	:	Shri Gulab Chand Saini
Date of Birth	:	28/07/1994
Gender	:	Female
Marital Status	:	Unmarried
Language Known	:	Hindi

DECLARATION: -

I will try to give my best work professionally and loyally for the welfare of the organization with my challenging effort. I do hereby declare that all the above information is correct to the best of my knowledge.

Date: - 05-08-2026

Place: - Jaipur

Neha Saini