RESUME

MOHIT SAHU

Contact No. - 8889934751

Email Id. – mohitmahi171@gmail.com



Career Objective:

Looking for a challenging position so that I can use my **Skills** and **Capabilities** through sincere **Dedication** and **hard work for a** successful career and grow along with the Organization.

ICT Applications Skills and Competencies:

- MS-Office, MS-PowerPoint & MS-Word, Koha, etc.

Additional Qualifications

- Working knowledge of e-granthalaya.
- Post-Graduation Diploma in Computer Applications (**PGDCA**).

Educational Qualification:

Qualification	Year	Institute	Percentage /CGPA
M.Lisc	2023	School of Library & information science , DAVV Indore	80.00
B.Lisc	2022	School of Library & information science , DAVV Indore	83.13
B.Com	2021	Jiwaji University, Gwalior	56.67%
HSSC	2018	Jawahar Navodaya Vidyalaya, Datia	61%
SSC	2016	Jawahar Navodaya Vidyalaya, Datia	7.6

Work Exposure:

- Library Automation: KOHA, Acquisition, Cataloguing, Circulation, Serial Management, etc.
- Technical Processing Classification: DDC Scheme, CC Scheme, Cataloguing, AACR2R, CCC, and MARC21 Format, Acquisition of books, journals, and e-journals.

Work Experience:

- Currently working at IIITM Gwalior as a Library Trainee.
- One Year Experience as a Librarian at JNV NAGPUR (MH).
- Developed and implemented innovative library programs and fostered a love for reading among patrons of all ages.
- I am well known for how to install Koha and e granthalaya software and have worked on it before.
- Assisted patrons in locating and utilizing library resources, provided exceptional customer service, and solved individual needs.

Personal Dossier:

Father's Name	:	Mr. Narayan Das Sahu
Date of Birth	:	23 July 2000
Linguistic Abilities	:	English, Hindi, and Punjabi
Marital Status	:	Unmarried

Address for Communication : Ward no 7,Chhipeti Mohallah Bhander, Dist: Datia, MP, 475335

References:

Name: Komal Patel

Designation: Assistant Librarian
National Law Institute University,

Phone: 9617392091

Email: komalpatel@nliu.ac.in

Name: Sanjay Kumar Soni

Designation: Assistant Librarian
ABV-IIITM ,Gwalior Bhopal

Phone No.: 9981127853

Email: ssoni@iiitm.ac.in

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Place: Indore

Signature: Mohit Sahu