CURRICULUM VITAE



Asha Rani
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Date of Birth: 7.September.1993

To obtain a position in a good Organization where I can maximize my experience in a challengin g environment to achieve the corporate goals and grow as a Professional.

ACADEMIC PROFILE

Examination passed	Year of passing	Name of university/board
Post-graduate MLIS	2018	IGNOU
Graduation BLIS	2017	IGNOU
Under-graduation Ba(hons) philosophy	2014	UNIVERSITY of DELHI
Senior secondary school	2010	CBSE
Secondary school	2008	CBSE

EXPERIENCE

Name of organization	Period	Designation	Work assigned
Ambedkar university Delhi	**30th January-29july 2019**	**Library trainee**	**All in house technical work**
Kamala Nehru College, Delhi University	**25th oct 2019-11th feb 2025**	**Semi Professional Assistant(contract)**	**Managing reference section, cataloguing of books and periodicals, maintain syllabus and question papers.**

COMPUTER KNOWLEDGE

- ❖ Proficient with the use of Windows.
- ❖ Working knowledge of Microsoft word, excel and PowerPoint.
- ❖ Efficient use of World Wide Web and Internet.
- ❖ **'O' level computer diploma from DICS**

EXTRA-CURRICULAR ACTIVITIES

- ❖ Organized various festivals at departmental and college level.
- ❖ Participated in various cultural activities and programs in School.

PERSONAL STRENGTHS

- ❖ Ability to perform efficiently under pressure situations.
- ❖ Interest to learn new things.
- ❖ High level of motivation and a quick learner.
- ❖ Positive attitude.
- ❖ Good interpersonal skills and efficient in public dealing.
- Doing all in house technical work.
- Participated in organizing international ICOSLA conference 2019.