NITYA NAND SHUKLA

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PROFESSIONAL SUMMARY

Dedicated and responsible Library & Information Science professional with strong academic credentials including M.L.I.S., B.L.I.S., and a background in Commerce, Marketing, and History. Skilled in library organization, documentation, record maintenance, and MS Office tools. Possesses excellent communication skills, ability to work in a team environment, and a strong commitment to providing quality information services.

CAREER OBJECTIVE

To work in a reputed institution where I can apply my knowledge of Library & Information Science, MS Office skills, and communication abilities to ensure smooth library operations, assist users effectively, and contribute to organizational growth.

EDUCATIONAL QUALIFICATIONS

Qualification	Subject / Stream	Year
M.L.I.S.	Library & Information Science	**2026**
B.L.I.S.	Library & Information Science	2025
M.A.	History	2024
M.Com.	Marketing	2013
B.Com.	Commerce	2011

CORE SKILLS

- Library Management & Services
- Book Classification & Cataloguing
- Accession Register Maintenance
- MS Office (Word, Excel, PowerPoint)
- Documentation & Data Handling
- Internet & Email Communication
- Excellent Communication Skills
- Stock Verification & Record Keeping

LIBRARY COMPETENCIES

- Circulation Services (Issue/Return/Registration)
- Arrangement & Maintenance of Books/Periodicals
- Reference Services and User Assistance
- Newspaper and Magazine Section Handling
- Maintaining library files, registers and reports

COMPUTER PROFICIENCY

- **MS Word:** Report formatting, tables, letters, and official documents
- **MS Excel:** Data entry, basic formulas, and sheet management
- **MS PowerPoint:** Professional presentations
- **Online Skills:** Email drafting and online information searching

PERSONAL DETAILS

Date of Birth: 01 February 1992
Gender: Male
Nationality: Indian
Languages: Hindi, English

STRENGTHS

- Hardworking, disciplined and responsible
- Positive attitude and quick learner
- Good team working ability & coordination
- Strong communication & interpersonal skills

DECLARATION

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

Place: Gorakhpur
Date: _____ **(Nitya Nand Shukla)**