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House No 9-4-86/231, Salarjung Colony
Tollivchowki, Hyderabad-500008

Devoted professional with years of experience providing reference, support, and student services. Managing library resources encompassing automation, cataloging, inventory, and service administration. Proficient in using presentation tools to disseminate relevant, appropriate information through various print, technology, and media channels. Talent for coordinating with teachers, administration, and technology support to troubleshoot ongoing problems and faster highly productive and efficient learning environment. Finely honed interpersonal and communications skills coupled with strong organizational and analytical; fluent in written and verbal Hindi & English.

Area of expertise include

Library Discipline, Material Selection, Reference Tools, Searches, User Services, Textbook Review, Library Software, Library Management, Internet Research, Reference Management

Education & Credentials

Master of Computer Application(MCA) from Guru Ghasidas University, Bilaspur, C.G.
Post Graduate Diploma in Computer Application from All India Society for Electronics and Computer Technology (AISECT), National Center for Electronics and Information Technology (NCEIT), Bhopal, Madhya Pradesh.
Master of Commerce (M.Com.) from Jiwaji University, Gwalior, Madhya Pradesh
Post Graduate Diploma in Library Automation and Networking (**PGDLAN**) from University of Hyderabad, A.P.
Certificate in Computer Hardware Training Programme (assembling & Maintenance) from Madhav Institute of Technology & Science, Gwalior, Madhya Pradesh
Master of Library and Information Science (M.Lib.I.Sc.) from Jiwaji University, Gwalior, Madhya Pradesh.
Bachelor of Library and Information Science (B..Lib.I.Sc.) from Jiwaji University, Gwalior, Madhya Pradesh.
Certificate in Marketing And Sales from Maharishi Mahesh Yogi Vishwavidyalaya, Madhya Pradesh
Bachelor of Commerce (B.Com.) from Jiwaji University, Gwalior, Madhya Pradesh.
One Year Diploma in Computer Programming from Gwalior Institute of Computer Technology, Madhya Pradesh.

Professional Affiliations

Membership of Indian Library Association (ILA), Membership No. CL 6763.

Membership of Indian Association of Special Libraries and Information Centers (IASLIC).

Membership of Digital LIBrary COMmunication (DLIBCOM), Ahmadabad.

Technology Integration

Library Software, Library Automation, MS-Windows, MS- DOS, Linux OS, Microsoft PowerPoint, Word, Excel, PDF Tools, Online Dictionary, Internet, On- line Database, Online Catalog, Wikis, Video Conferencing, etc.

Personal Details:

Father's Name	: Mr. K. N. Tiwari
Marital Status	: Married
Languages Known	: English & Hindi
Nationality	: INDIAN
Residential Address	: House No 9-4-86/231, Salarjung Colony, Tollichowki, Hyderabad, A. P., Pin Code – 500008.
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