

CORRICULUME VITA

RAKHI SHARMA



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Career Objective: **To build my career in developing institutional environment.
To do something rare for the institute I serve.**

To hope my skills and rise above the corporate ladder in the field of production. Always about the target and try to overcome the difficulties to achieve the objective and looking for a last track challenging career in a growing organization.

Working Experience: **05 years 04 Months.**

Worked as a trainee in “Central Library” Bundelkhand University Jhansi.

Worked as a Librarian in Innovative Group of Colleges from 15th July, 2007 to 15th Sep.,2010 .

Worked as an Asst. Librarian in IILM Academy of Higher Learning from 16th Sep, 2010. to 15th Sep. 2011.\

Working as an Asst. Librarian in IILM-GSM (Graduate School of Management) from 16th Sep., 2011 to till date.

Professional Qualification

Ph.D. Persuing from Mewar University.

Pursuing Post Graduate Diploma In Library Automation & Networking (**PGDLAN**) from IGNOU.

Master of Library & Information Science from BKU Jhansi, (U.P), (2006) With 2nd Division

Bachelor of Library & Information Science from BKU Jhansi,(U.P), (2005) With 1st Division

Academic Qualification

B.A from Arya Kanya Mahavidyalaya, Jhansi, (U.P) in 2004

Intermediate from U.P. Board Allahabad, (U.P) in 2001

High School from U.P. Board Allahabad, (U.P) in 1999

Papers Published and Presented -

1. Article on **Knowledge Management in Library & information Services** has been published in Agarwal PG College Ballabgarh National Conference 2011.

2. Article on **Information Literacy: Education Roles for Library & Librarians** has been published in Lucknow National Conference 2011.

3. Article on **Digital Library: Issues & Challenge In Modern Era** has been published in National Conference on Dated 19Nov.2011 at Accman College in G.Noida

4. International paper on **Future Aspects of e-Books for Library Collection** has been accepted in International journal Parth research parth vol.I, No. 1(peer review).

Technical Skills :

A Classification:	DDC (19 th ed.), C.C (6 th rev. ed.) & UDC.
B Cataloging:	AACR-2 & C.C.C.
C Circulation:	Circulation section easily handling through computer and as Well as manually.

Job Profile

Over all Library Administration Handling

Circulation Section

Reference/ Services

Research Division

Digital Section -

A. Automated Library Circulation Services

B. Online Journal searching through UGC- Info net, E- journals consortium

Library Computerization Skills :

- Use to library Automation Softwares (LIBSYS) ,NetLib
- Bar-coding technology
- Internet & E-mail Internet Surfing or online searching.
- Knowledge in Application software (MS Word, Power Point Excel MS Access)

Language Known : English & Hindi

Personal Details

Father's Name	:	Late Sh.Upendra Kumar Sharma
Date of Birth	:	5 th April 1984
Nationality	:	Indian
Marital Status	:	Single
Gender	:	Female

Date :

Place : G.Noida

Rakhi Sharma