

## Resume



Satya Nand Pandey

Senior Library and Information Assistant

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**Career Objective:** - I would like to establish myself by gaining work experience while working in an organization which offers a healthy and challenging environment to develop and utilize my excellent skills and ability in the field of Library and Information Science, so that I shall be productive, resourceful, innovative and flexible.

**Strengths:-**

- ✓ Willingness to learn new concepts and technology.
- ✓ Good communication skills.
- ✓ Co-operative and share knowledge with others.
- ✓ Never become slow in critical situations.

**Interests-** Reading novels, maintenance of reading materials, listening songs, exploring new internet resources.

**Achievements:-**

- ✓ Participated in fourth Vanyajeev Ratna award and got 65% marks which was conducted by Indian center for wild life and environment studies in south Asia region at school level.

- ✓ Participated in second Paryavaran Ratna award and got 48% marks which was conducted by Indian center for wild life and environment studies in south Asia region at school level.
- ✓ Participated in social service offered by care promise welfare society of New Delhi.

### **Computer Knowledge:**

1. Knowledge of basic applications of computers including MS- Office, HTML, Visual Basic etc.
2. Knowledge of library automation software like Libsys and SOUL.

### **Academic Qualifications**

#### **1. Class –X (Matriculation Examination)**

**Board** – Board of School Education Haryana

**School** – Modern Public School, Sec-37, Faridabad (Haryana)

**Medium-** English

**Year of passing-** 1999

**Subjects-** English, Social Studies, Hindi, Mathematics, Science (Th. and Pr.)  
Physical and Health Education

**Maximum Marks** – 600

**Marks Obtained-** 484

**Percentage** – 80.6

**Division** – First

**Special Achievement** – Name came under Board's Merit list no.-1395

#### **2. Class –XII (Senior Secondary Examination)**

**Board** – Central Board of Secondary Education, New Delhi

**School** –Patrachar Vidyalaya , Delhi

**Medium-** English

**Year of passing-** 2003

**Subjects-** English, Physics, Chemistry, Hindi, Mathematics

**Maximum Marks** – 500

**Marks Obtained-** 264

**Percentage – 52.8**

**Division – Second**

**3. Graduation- Bachelor of Arts (B.A.)**

**University-** Delhi University

**Medium-** English

**Year of passing-** 2006

**Subjects-** English-A, Education, Hindi-A, Mathematics

**Maximum Marks – 1200**

**Marks Obtained-** 660

**Percentage – 55**

**Division – Second**

**4. Post Graduation- Masters in English (M.A. English)**

**University-** Indira Gandhi National Open University.

**Medium-** English

**Year of passing-** 2009

**Subjects-** English Literature

**Maximum Marks – 800**

**Marks Obtained-** 495

**Percentage – 61.8**

**Division – First**

**5. Post Graduation- Master of Arts (Linguistics)**

**University-** Annamalai University

**Medium-** English

**Year of passing-** 2011

**Subjects-** English Language

**Maximum Marks – 1000**

**Marks Obtained-** 495

**Percentage – 61.8**

**Division – First**

**Professional Qualifications:-**

**4. 3 Years Diploma in Library and Information Science**

**Board:** - State Board of Technical Education Haryana, Chandigarh

**College:** - Vaish Technical Institute, Rohtak, Haryana

**Medium:** - English

**Curriculum:** - 6 Semesters

**Year of passing-** 2002

**Practical Training during 6<sup>th</sup> Semester in Ashok Memorial Public School,**

**Ashoka Enclave, Faridabad, Haryana**

**Maximum Marks** – 4300

**Marks Obtained-** 3038

**Percentage** – 70.65

**Division** – First

**Special Achievement:** – Secured highest marks in the college in the Dept. of  
**Library and Information Science and got Merit Certificate.**

**5. Bachelor Degree in Library and Information Science (B.L.I.S.)**

**University-** Annamalai University

**Medium-** English

**Year of passing-** 2007

**Duration:-** 1 year

**Maximum Marks** – 900

**Marks Obtained-** 650

**Percentage** – 72.22

**Division** – First

**6. Master Degree in Library and Information Science (M.L.I.S.)**

**University-** Annamalai University

**Medium-** English

**Year of passing-** 2008

**Duration:** - 1 year

**Maximum Marks** – 800

**Marks Obtained-** 549

**Percentage** – 68.6

**Division** – First

**7. Diploma in Computer Applications (DCA)**

University - Annamalai University

Year of Passing - 2010

Total Marks - 600

Marks Obtained – 449

Percentage - 74.8

**8. POST GRADUATE DIPLOMA IN LIBRARY AUTOMATION & NETWORKING (PGDLAN)**

**University - Indira Gandhi National Open University**

**Year of passing: - 2010**

**Percentage: - 79**

**Prepared a project report entitled DESIGN AND DEVELOPMENT OF SCHOOL LIBRARY MANAGEMENT SYSTEM**

**10. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS**

**(PGDCA)** From Annamalai University in 2011 with 70% marks.

**11. UGC-NET QUALIFIED IN LIS IN JUNE 2012 EXAM WITH 69% MARKS**

**12.** Presently working as a Senior Library and Information Assistant in Central Library, Indian Bureau of Mines, Ministry of Mines, Civil Lines, Nagpur, Maharashtra-440001 and Pursuing PhD. in Library and Information Science from Indira Gandhi National Open University, New Delhi.