

## CURRICULUM VIATE



**Mrs. MONIKA SINGHAI**

**M. Lib. I.Sc. (NET)**

Sagar (M.P.)-470002

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### CAREER OBJECTIVE

To obtain a challenging and responsible position in a professionally managed Organization and looking forward to an opportunity where I can utilize my skills in contributing effectively to the success of the organization and also to further improve my personal skills.

### FELLOWSHIP:

- I have qualified **NET** of University Grant Commission, New Delhi held on 31 Dec. 2007.

### PROFESSIONAL SUMMARY:

- Working as **Assistant Librarian** in College of Business Management Economics and Commerce, **Mody University of Science and Technology**, Lakshmangarh, Disst.-Sikar (Rajasthan) from 17 Feb. 2016 to till date.
- Worked as **Assistant Librarian** at Faculty of Law, **Mody University of Science and Technology**, Lakshmangarh, Disst.- Sikar (Rajasthan) from 23 July 2011 to 4 May 2015.
- Worked as Professional **Library Trainee** at **Indian Institute of Management, Indore** Since 15 Feb. 2008 to 14 Feb 2009.
- Worked as **Assistant Librarian** at Management Department of **VNS Institute of Technology, Bhopal**, from 6 Aug.2007 to 30 Jan. 2008.

### JOB PROFILE:

- Processing of reading material like acquisition, cataloging and classification in library software (VTLS/ Virtua software, Libsys and Alice for windows).
- Provide Circulation service like check in, check out and reservation in library automation software with RFID technology.
- Provide newspaper clipping service.

- Provide Alert services to the users like CAS/SDI.
- Providing reference services to the library users searching with online database and CD-Rom Database.
- Serial Control in Vrtua software/ manual also.

### TRAINING/ WORKSHOP/ SEMMINAR:

- Participated in National Seminar Cum Workshop on **“Building digital libraries using open source software”** from 1<sup>st</sup> Feb to 5<sup>th</sup> Feb. 2010 at Sarojini Naidu Government Girls Post Graduate (Autonomou) college, Shivaji Nagar, Bhopal.
- Participated in a **Training Programme on Library Automation** from **CRISP** (Centre for Research & Industrial Staff Performance), Bhopal (M.P.), during 30/07/07 to 17/08/07.
- Participated in National Seminar on **Library & Information Management in Digital Environment** on 24-25<sup>th</sup> March 2008” at Indian Institute of Management (IIM), Indore.
- **Participated in “AICTE – INDEST Workshop & National Seminar on Role of the Librarian in 21<sup>st</sup> Century”** on 4- 5 Dec. 2008” at Indian Institute of Management (IIM), Indore.
- I visited well established hi-tech libraries of New Delhi like **JNU Central library American Resource of Information Centre, DPL, DESIDOC, and NISCAIR, Central Secretariat etc.**

### PROFESSIONAL QUALIFICATION

Year	Name of Exam. Qualified	Name of Board / University	Percentage	Subject
2007	M. Lib. I. Sc	Dr. H. S. Gour University, Sagar	59.5%	Library and Information Science
2006	B. Lib. I. Sc.	Dr. H. S. Gour University, Sagar	66.7%	Library and Information Science

### ACADEMIC QUALIFICATION

Year	Name of Exam. Qualified	Name of Board / University	Percentage	Subject
2005	B.Sc.	Dr.H.S.Gour University, Sagar	68%	Chemistry, zoology, Botany
2002	HSSC (12th)	Board of Secondary Education, Bhopal	83.3%	Physics, Chemistry and Biology
2000	HSCE (10th)	Board of Secondary	82.4%	All

		Education, Bhopal		
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### **COMPUTER SKILL**

Operating System	:	MS- DOS, Windows 2000, XP
DBMS Packages	:	CDS/ISIS for Window
Word Processing Packages	:	MS-Office(Word, Excel, Power Point)
Library Management Package	:	Vrtua, LibSys, Alice for windows and SOUL
Digital Library Software	:	Dspace, Greenstone

- Three month diploma in Office Automation (Computer Fundamental Microsoft office, Internet Technology)

### **PERSONAL PROFILE**

Name	:	Monika Singhai
Husband's	:	Mr. Amit Kumar Jain
Date of birth	:	05 December 1985
Category	:	General
Sex	:	Female
Nationality	:	Indian
Languages	:	Hindi and English
Hobbies	:	Painting, Traveling, Listening Music
Strength	:	Determination, Positive Attitude, Helping Nature
Permanent Address	:	House of H.C. Jain, Batasa Gali,Rampura,Sagar-470002

### **REFERENCE**

➤ Dr. Kishor Chandra Satpathy  
 Librarian  
 NIT Silchar  
 E-mail: ksatpathy@gmail.com  
 Tel: 9435175531

➤ Prof. Satish C. Shastri  
 Dean,  
 College of Law and Governance  
 Mody University, Lakshmangarh  
 Mob.- 09414047320  
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### **Declaration**

I m hereby declare that all facts and information given by me in this application form are true and correct to the best of my knowledge and belief.

Date:

**Signature**