

Curriculum Vitae

Kamlesh Chand Sharma
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CAREER OBJECTIVE:

To seek the quality environment where my skills and knowledge can be shared and enriched in a successful career and challenging position in Library Information Science Profession fulfilling the information thirst of patron .Self-directed, with a passionate commitment to student to development their habit for reading books & using the learning resources and innovative activities that address the diverse interests and needs of students.

WORK EXPERIENCE:

- 1. Working as an Asst. Librarian in Indus University Una (Himachal Pradesh) since July 7th 2010 to till date.**

RESPONSIBILITIES:

- A. Head of Department*
- B. Handle the university library with software Koha*
- C. Upload data of books into the software*
- D. Registration of New Users in library master Database*
- E. Generate overdue notices to the user*
- F. New Arrivals information through OPC to all user*
- G. Procurement of books, journals, E-journals reports and newspapers, Circulation of books*
- H. Check exit list of the users for library dues.*
- I. Classification of documents by DDC 22nd Edition.*
- J. Cataloguing according to AACR- 2*
- K. Provide students with latest information regarding national & international conferences workshops & also report papers & Research paper to research scholars.*

2. Worked as Assistant Librarian in Sudha Rustagi College of Dental Sciences & research From Sept. 2009 to June 2010.

RESPONSIBILITIES:

- A. Handled the library software Alice for Windows
- B. Registration of New Users in library in master Database.
- C. Circulation of books, with library software
- D. Journals, Clippings news paper files.
- E. Check exit list of the users for library dues.
- F. Classification of documents
- G. Cataloguing according to AACR- 2

3. Worked as Assistant Librarian in Raj Kumar Goel Institute of Technology, Ghaziabad (u.p) from Oct. 2006 to August 2009

RESPONSIBILITIES:

- A. Handled the library software Libsys Eims Software
- B. Uploading books data into software
- C. Registration o new user into library software
- D. Online Circulation of books to the user
- E. Online Classification of documents
- F. Checking the list of the user for library dues
- G. Collect the purchase suggestion from all departments

EDUCATIONAL BACKGROUND

- 1. M. Phil. in Library information science with first division from Global Open University Nagaland. In the year 2010
- 2. Master of Library and information science with second division from Kurukashetra University in the year 2001

3. *Bachelor of Library and Information Science with second division in 1999 from Kurukashetra University in the year 1999.*
4. *B.A. from Himachal Pradesh University in the year 1996*
5. *Senior Secondary from HP Board of School Education Dharamshala in the year 1993*
6. *Matriculation from H.P Board of School Education Dharamshala in the year 1991.*

COMPUTER SKILLS

1. *I can work on windows XP & 2007, Microsoft office 2007, XP and library packages Libsys*
2. *Alice for windows, CDS/ISIS and Library Manager/working with Koha Software.*
3. *MS Office (Word, Excel, PowerPoint) ,Internet*
4. *Working experience with ERP*

AREAS OF INTEREST:

1. *Utilizing the self tactics for the development of the organization*
2. *Putting into practice the various policies for achieving the goals of the organization*

PERSONAL PROFILE:

*Name: Kamlesh Chand Sharma
Father's Name: Sh. Dharam Paul Sharma.
Mother's Name: Smt Bimla Devi.
Marital Status: Married
Nationality: Indian*

DECLARATION:

I hereby declare that the above-mentioned information is correct to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Una

Date: _____

Kamlesh Chand Sharma