

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 Director Admission Cum Deputy Librarian Indus University Una (Himachal Pradesh) since Sept 2016 to Till date and responsible for followings:

- Handling admission work all over India.
- Planning marketing strategy and admission policy.
- Dealing with agents for admission purpose.
- Handling marketing team for (Counseling, telecalling & admission)
- Making contacts with schools for data collection.
- Implementing planning for admission.

Three times appreciated by Management for best employee for marketing & admissions.

2. Working as Deputy Librarian in Indus University Una (Himachal Pradesh) since Sept 2015 to till date.

3. Worked as an Asst. Librarian in Indus University Una (Himachal Pradesh) since July 7th 2010 to Sept 2015.

- RESPONSIBILITIES:
- Head of Department
- Handle the university library with software Koha
- Upload data of books into the software
- Registration of New Users in library master Database
- Generate overdue notices to the user
- New Arrivals information through OPC to all user
- Procurement of books, journals, E-journals reports and newspapers, Circulation of books
- Check exit list of the users for library dues.

- *Classification of documents by DDC 22nd Edition.*
- *Cataloguing according to AACR- 2*
- *Handled UGC and other inspections successfully.*
- *Provide students with latest information regarding national & international conferences workshops & also report papers & Research paper to research scholars.*

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

RESPONSIBILITIES:

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

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

RESPONSIBILITIES:

- *Handled the library software Libsys Eims Software*
- *Uploading books data into software*
- *Registration o new user into library software*
- *Online Circulation of books to the user*
- *Online Classification of documents*
- *Checking the list of the user for library dues*
- *Collect the purchase suggestion from all departments*

EDUCATIONAL BACKGROUND

- *Master of Library and information science with second division from Kurukashetra University in the year 2001*
- *Bachelor of Library and Information Science with second division in 1999 from Kurukashetra University in the year 1999.*
- *B.A. from Himachal Pradesh University in the year 1996*
- *Senior Secondary from HP Board of School Education Dharamshala in the year 1993*
- *Matriculation from H.P Board of School Education Dharamshala in the year 1991.*

COMPUTER SKILLS

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

AREAS OF INTEREST:

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

ACHIVEMENTS:

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