**SANAULLAH**

**Objective**

To be part of a progressive organization and implement my innovative ideas and technical skills in any challenging environment with emerging technologies and be a source of strength and dedication to whomsoever I may be working with, in the field of development leading to organizational growth.

**Experience**:

* Working as Librarian in Telangana State Police Academy, Hyderabad, From Dec 2015 to Till Date.
* Worked as Librarian in Royal Institute of Technology and Science, Hyderabad, From Aug 2012 to Nov 2015.
* Worked as Librarian in Royal College of Education, Hyderabad, From Oct 2013 to Nov 2015.
* Worked as Librarian in Global Institute Of Engineering and Technology, Hyderabad, From July -2011 to Aug -2012.
* Worked as Librarian in Kavitha Memorial College of Education (B.Ed), Devarkonda, From Aug 2010 to June 2011.

**Education Qualification:**

* M.L.I.sc from Sri Venkateshwara University, Tirupathi in 2013-14.
* B.L.I.sc from Acharya Nagarjuna University, Guntur in 2009-10.
* M.Sc Comp from JNRV University, Rajasthan in 2005-07.
* B.Ed from Osmania University, Hyderabad in 2003-05.
* B.Sc Comp from Osmania University, Hyderabad in 1999-03.
* Intermediate from Board of Intermediate, Hyderabad, in 1997-99.
* S.S.C from Secondary School Of Education, Hyderabad, 1996-97.

**Experience summary**

Working as Librarian in Royal Institute of Technology and Science, Hyderabad, From June 2014 to Till Date.

Worked as Asst.Librarian in Royal Institute of Technology and Science, Hyderabad, From Aug 2012 to June 2014.

**DUTIES AND RESPONSIBILITIES**:

* Classification for new books, data entry and bar code.
* Reminding for magazine and journals as per requirement (Indent writing, Quotation, Management Approval and Purchase).
* Classification for New Books.
* Circulation work like Issue Return, Fine collections, reserved the books using New Gen Lib Software
* Providing current awareness services, new books and journals through notice boards or SMS.
* Maintains the digital library includes research papers, project works, journal online links, free online journals links, news paper clippings, NPTEL videos etc.Also includes OPAC (Online Public Access Catalogue).

Working as Librarian in Royal College of Education, Hyderabad, From Oct 2013 to Till Date.

* Prepare and execute the annual budget of the library
* Responsible for selection, acquisition of books.
* Responsible for classification, cataloguing and maintenance of the library documents.
* To formulate and administer policies, rules and regulation for the purpose of securing the most complete use of the library.
* Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information.
* Keep records of circulation and materials.

Worked as Librarian in Global Institute Of Engineering and Technology, Hyderabad, From July -2011 to Aug -2012.

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**DUTIES AND RESPONSIBILITIES**:

* Responsible for selection, acquisition of books.
* Responsible for classification, cataloguing and maintenance of the library documents.

**Technical Skills:**

Operating Systems : Windows 95/98/2000/XP.

Languages : C, C#.

Microsoft Products : MS-OFFICE 2003, 2007

Internet Technologies : HTML, Internet Explorer.

Database : SqlServer 2005, 2008.

**Personal Details:**

Date of Birth : 6th July 1981

Nationality : Indian

Languages known : English, Urdu, Telugu, and Hindi

[To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

