CURRICULUM VITAE

**Personal Details**

Sex : Male

Marital Status : Single

Date of Birth : 01/01/1987

Nationality : Zimbabwean

**Career Objectives**:

Seeking a position of a librarian in your organization and use my skills and knowledge . I would like to help build a huge collection of academic books and reference material .

**Qualifications**

* GEC O-Level Certificate
* Higher National Diploma in Library and Information Science : Harare Polytechnic College 2012

**Work experience**

* Arupe School of Philosophy and Humanities Zimbabwe 2009-2011

Position : Assistant librarian

* Salary Service Bureau Government of Zimbabwe 2011 to 2016

**Duties and responsibilities**

* Search standard reference material including online sources and the internet in order to answer all patrons reference question.
* Analyzed patron requests to determine the needed information.
* Teach library patrons to search for information using library database.
* Keep records of circulation and material.
* Budgeting and planning of personnel activities.
* Check in and out of library materials.

**SKILLS AND ABILITIES**

* + - * I have basic understanding of computers and knowledge of the internet and search techniques.
      * Comprehensive knowledge of latest tools and research technologies.
      * Hold excellent interpersonal and communication skills.
      * Great interest in reading and collecting book of diverse subjects.
      * Ability to communicate with students of any age groups.
      * Takes pleasure in helping teachers and students in finding reference material
      * Self motivated with ability to adopt new techniques as per requirements.
      * Knowledge of the OPAC library system

**First Name of Application CV No:** **1703586**

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