**Chanaka**



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| **E-mail** chanaka.311706@2freemail.com  |
| [**Objective**](#Objective Help) |
|  | Seeking a position to utilize my skills and abilities in the University Library or Library related industry that offers professional growth while being resourceful, innovative and flexible. |
| [**SUMMERY**](#Objective Help) |
|  | I’m a Graduate (B.A. Special, Second class honor – Upper Division) of Library & Information Science with Mass Communications, BUCU in University of Kelaniya. I have successfully followed four years course programs under B.A Special Degree in Library & Information Science. |
| [**PERSONAL**](#Skill Help) **INFORMATION** |
|  | Date of Birth – 5th November 1986Gender – MaleAge – 30 yearsCivil Status – SingleNationality – Sri Lankan |
| [**Education**](#Education Help) |
|  | **2007 - 2013 University of Kelaniya, Sri Lanka** **B.A (Special) Degree in Library & Information Science** Second Class Honor (Upper Division) Followed subjects such as,* **Library & Information Science**
* **Mass Communications**
* **Buddhist Culture**

***Optional Courses**** **Human Resource Management (MGMT 21012)**
* **English for Communications (ELTU 13012)**
* **Psychology of Leadership (PSYC 32062)**

**2007 G.C.E Advanced Level Examination** Got **1 A** pass with **2 B** passes on GCE A/L at 2007.**2005 G.C.E Ordinary Level Examination**  Got **2 A passes**, **2 B passes** **3 C passes** with **1 S** on GCE O/L at 2005**.** |
| **experiance** |
|  | **2015 - Present** **Nawaloka College of Higher Studies,**Librarian; Academic AdministrationTo organize and manage collection of books, magazines, journals, electronic documents and other data resources in order to provide and excellent library services to all students of NCHS while assisting the academic administration department in other assigned work.* Lending & collecting books, periodicals at circulation desk.
* Entering & updating student records in the library system.
* Sorting of books, publications and other items according to the established procedure and returning them to shelves, files, or other designated storage areas.
* Locating of library materials such as books, magazines for students.
* Inspecting of returned books for condition and due-date status, and computing any applicable fines.
* Maintaining filing system & preparing materials for archiving.
* Maintaining records of items received, stored, issued, returned and filing of catalogue cards according to the system used.
* Maintaining collection of books, periodicals, magazines, newspapers & other materials.
* Sending out notice and accepting fine payments for lost or overdue books.
* Issuing textbooks to students, maintain a stock and printing textbooks when required.
* Perform any other work related task assigned by the management from time to time.

**2014 - 2014** **Imperial Institute of Higher Education**  **Assistant Librarian; Academic Administration**The purpose was to assist in managing the IIHE library in maintaining the library materials, identifying the appropriate resources for students and performing duties related to printing, supporting students and lecturers maintaining inventory of library materials in an accurate manner.* Responsible in the library system and preparation of rules & regulation for the library
* Maintenance of library systems & overall management of the library.
* Ensure to obtain quotations from suppliers for library books
* Focal point in receiving library books and journals from suppliers.
* Responsible in classification of new library books of the library according to DDC System.
* Ensure cataloguing books – according to AACR System.
* Responsible in data feeding to library software.
* Ensure processing of books & journals (ceiling, pasting cards, spine labels etc.)
* Responsible in identify all books overdue by X dates & charge fines.
* Ensure to follow-up on collection of past due books.
* Responsible in stock taking of library materials.
* Ensure daily balance of library stock.
* Responsible in preparing daily library stock sheet.
* Maintenance of library subscriptions.

**2013 - 2014** **Auston Institute of Management Ceylon** **Trainee Librarian; Academic Administration** To help Head – Academic Affairs to maintain smooth function of academic activities and Library activities.* Custodian of library books, journals and other study materials and other assets in the library.
* To organize the institutes library in accordance with the accepted norms and introduce computerization of tasks.
* Cataloguing of books, journals & research papers and other relevant documents.
* Arrange shot terms & long term borrowing of books to students/staff and other documents and keeping records.
* Maintain the data base and inventory of library books and other materials.
* Consult Lecturers and make recommendation on new acquisitions.
* Provide research support to the students and organize a data base on research papers and articles.
* To assist the General Manager/Head of Academic Affairs in implementing the lecturer schedule and conducting the exam when necessary.
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| **SKILLS** |
|  | * Awareness of Library Standards and Overall Library Functions **–** ISO etc**.**
* Awareness of Library Automation Technology - Purna/ WinISIS Systems
* Ability to Implement the Hybrid Library Features.
* Ability of Information Seeking & Disseminating - SDI/CAS Services.
* Awareness of Free Resources Downloading and Storing - Free e-books, e journals etc.
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**I hereby certify that the above information is correct and complete to the best of my knowledge & belief**.