.

[**Shuhab.359238@2freemail.com**](mailto:Shuhab.359238@2freemail.com)

**Mr. Shuhab**

**OBJECTIVE**



Seeking position to build a career in library and information science where one can get enough scope to utilize as knowledge and experience a challenging administrative position in public relations and communications.

**ACADEMIC QAULIFICATION**



|  |  |  |
| --- | --- | --- |
| **Examination** | **Institution** | **Year** |
| MLIS | University of Sindh. | 2015 |
| PGD-LIS | University of Sindh. | 2014 |
| BA | University of Sindh. | 2013 |
| Intermediate | B.I.S.E. Hyderabad. | 2010 |
|  | Govt S.S Arts College Hyderabad. |  |
| Matric | B.I.S.E. Hyderabad. | 1999 |
|  | Govt. Boys High School Jamshoro colony. |  |

**PROFESSIONAL Skill**



Ability to develop Library Database with the various Library automation Software’s Like KOHA, WINISIS, LIMS,CD\_ISIS and also Knowledge to Publish

3 Days Participant Workshop On Koha Integrated Software At IRC At Karachi 3 Months Diploma In Computer Basics

Ability to Manage the Digital Library Operations

Have Working Experience On MS Word, Excel, PowerPoint

**EXPERIENCE**



Currently working as a librarian at “Institute of business and Technology” Korangi creek

I have eight months working experience as librarian “Sindh institute of Management and Technology” Gulistan-e-Johar Karachi 20-01-2016 to 18-9-2016.



**SKILLS**

Communication Skilled

Fully skill of library administration and management Efficient in Team work

Making the library policy according to need of authority. Bibliographical Database on Internet Websites

Internet searching experience, software and window. Linux installation and software installation.

English typing speed 30.35

MS word MS Excel, MS Access. Good skill of Notepad++

**LANGUAGE**



|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Written** | **Spoken** | **Listen** |
| English | Excellent | Excellent | Excellent |
| Sindhi | Excellent | Excellent | Excellent |
| Urdu | Excellent | Excellent | Excellent |

**REFERNCE**



My Potentials and Ability to Fulfill My Responsibility