**CV for Post in Library** **Anand**

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# Objective

Intend to build a career with leading, committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work in challenging and creative environment.

* Attribute:

Highly motivated, strong work ethic, Reliable, Responsible and Punctual, Ability to work successfully in a team environment, excellent communication skills, open to challenging and creative projects, Confidence to face any work environment.

# Education

## Degree | Date Earned | School

* Masters in Library and Information Science (M.L.I.Sc).1995, Karnataka University Dharwad.
* IELTS (Academic) with over all Band 6 and Band 7 in speaking.
* BULTAS (Business Language testing services).
* IC3 (Internet Core Computing Certificate).

# Skills & Abilities

* Book acquisition, Registration of new students to the two years on going program. Eventually training and orienting about the available resources.
* Conducts (Supervising) the Exam and on regular basis as per the course requirements

With the help of faculties and program office.

* And supervise the outsourced agency exams in the institute regularly.
* As part of my profession it is important to communicate our clients (library user) regularly as alert services, like new arrivals orientation schedule and any related admission tests as required.
* Back in India conducted refresher course and prepared study material for university library professionals.
* Actively participated in ISO 9001 documentation procedures through LRQA.[Lloyd's Register Quality Assurance London]
* Develop and maintain collections management policies and procedures
* Worked as Librarian in various Schools, graduate and Post graduate Academic institutions, in digital and electronic Environment.
* 21 years of professional experience in Library (12 years in UAE).
* Knowledge of various Library Management Software (Millennium, LibSys)

# Experience

## Job Title | Company | Dates From - To

1. Assistant Librarian | Institute of Management Technology | Dubai Academic City Dubai. (DIAC) from 23 Feb 2012 to present.
2. Librarian | Al Ain International Aviation Academy Al Ain | From December 2008 to 31 July 2011 (contract ended).

* Initiated new Library setup.
* Since the purchasing was centralized from the Main IAT the Librarians job was

Forward the library request to the main office.

* Cataloguing the library materials (books and A/V) in Library management system.

(Millennium Library management system)

* Updating the EASA (European Aviation Safety Agency) FAA (Federal Aviation Administration) and CAA ([Civil Aviation Authority](http://www.google.ae/url?sa=t&rct=j&q=caa&source=web&cd=1&cad=rja&sqi=2&ved=0CB0QFjAA&url=http%3A%2F%2Fwww.caa.co.uk%2F&ei=hwV4UJKvMIXPrQfF7YDgDw&usg=AFQjCNE4rjDLQcHc9d_7ej4Lp94arMTRdg)) documents, procedures and related regulatory to the Library collection. And informing the same to the faculty and students.

1. Librarian | Al Ain Juniors School. Al Ain, UAE |March 2004 to November 2008.

* Established the new Library for the school Grade 1 to grade 12.

1. Project Executive (Digital Library) | Tata Institute of Social Science Library Deonar, Mumbai | From October 2002 to February 2004.

* The job task was to convert the archives (hard copy document in to electronic form.

I supervised the conversion of books, images, maps and other rare documents in to digital form by scanning. To preserve them for next generation and electronic access through net,

1. Librarian at S.I.E.S. College of Management Studies, Nerul, Navi-Mumbai. October 1996 to September 2002.

* Setup the new Library and introduced the smart card for the Library user.

1. Librarian at Jai Hind College Church-gate, Mumbai. From 12/10/1995 to 31/07/1996.

## Personal Data

* Personal data:

Date of Birth 5th April 1969

Marital Status Married

Nationality Indian

Visa Status Residence (Work visa)

Driving License UAE Yes

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