**, DubAMITHA**

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**Professional Summary**

Ten year experienced Librarian driven to educate others and promote organization and individual productivity through the continued use of technology. Knowledgeable seeks employment with the Library System. Fast learner and multi-tasker willing to work in a flexible schedule, including weekend and night shifts. Certified School Librarian dedicated to meeting student needs. Focused on and committed to promoting lifelong learning. Enthusiastic Librarian committed to fostering students' critical thinking and research skills through .

**Key Skills**

Certified Academic Librarian Collaborative and resource sharing
Collection development & analysis Excellent computer literacy
Reporting and Presentation Excellent Customer-Service Skills
Staff training and development Fluent in English, Hindi and Sinhalese
Strong literary knowledge Data base management

Digital Libraries and electronic media Content Management with MySQL, PHP
Highly skilled in raising funds Advance knowledge of MS Office Packages

Strong motivational, supervision & leadership skills Data Entry

**Work History**

**Assistant Director** **01/2015 to 01/2018**
**National Library of Sri Lanka** –Colombo, Sri Lanka

* Prepared program operating budgets, budget reports and other administrative performance reports.
* Planning and implement curriculum, learning activities and policies for public, university and special libraries
* Trained and supervised 100 library staff to work at the acquisition, cataloguing and the circulation desk.
* Acquired and processed 10,000 new acquisitions including e-resources for the library per one year
* Cooperation and networking with South Asia regional libraries and other National libraries.
* Acquired, Sorted and shelved an average of 30 donations and 05 Scholars’ private donated collections.
* Trained staff, students and librarians faculty on the use of library technology and coordinated then use of library equipment
* Answered patrons' questions via telephone and the library's online chat reference service
* Developed and executed digital information search and retrieval processes, and digital reference services
* Developed, Implemented and documented policies and procedures for collection development and related to digital cataloguing and metadata creation
* Created and reviewed metadata for digital library collections and tagged digital library with correct metadata

 **Assistant Librarian** **01/2012 to 06/2014**

 **General Sir John Kotelawala Defence University** – Ratmalana, Sri Lanka

* Instructed students and teaching staff to use computer equipment, conduct literature searches and supporting independent research and learning.
* Managed access to electronic information resources such as EBSCOHOST, JESTO,HINARI,PUBMED,
* Computerized and cataloged all library materials using library management software such as CDS/ISIS/WINISIS/PURNA/KOHA Data bases
* Revamped and regularly updated the library website.
* Arranged shelves according to classification order and subject matter for easy finding of books
* Maintain circulation records such as checked in, checked out and renewed library materials
* Attend faculty meetings and note down their requirements of books and study materials
* Promoting the library's resources to users using new arrivals list and display them attractively.
* Arranged for university’s book fair , exhibitions and helped in raising money for the library.
* Organize book talks, tours, multimedia programs, exhibits and displays.

**Educational Qualification**

**High School Diploma**: 1999
**Holy Family Convent.** – Kurunegala , NW, Sri Lanka

**Bachelor of Arts**: Library and Information Science 2005
**University of Kelaniya** - Kelaniya, WP, Sri Lanka

**Postgraduate Diploma**: Information Management 2014
**University of Colombo**  - Colombo, WP, Sri Lanka

**Personal Profile**

Gender : Female

Date of birth : 25th September 1980

Religion : Roman Catholic

Nationality : Sri Lankan

Civil status : Marrie