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| **ALTAF** |

To Serve as Librarian, I have all demanded skills with complete degree in Library & Information Science from a certified institution, as well as I have complete information about all area of operation in the library likewise Books or Journals procurement / subscription, Cataloguing, DDC and LC Classification scheme also managing, computer and record keeping skills, prepare performance report, assign work task, and manage budget accordingly library resources to perform the job efficiently and effectively.”

**Personal Information**

D.O.B: 1st July 1980

N.I.C #: 42201-0456678-9

Marital Status: Married

Domicile: Karachi

Email: [altaf.380217@2freemail.com](mailto:altaf.380217@2freemail.com)

**Professional Experience**

**Civil Aviation Authority Model School & College** AirPort Karachi, since 22nd November 2006 Working as a **“Librarian (***Library Incharge***)”** (Morning)

**Preston Institute of Management, Science & Technology**, Shahrah-e-Faisal Karachi, since 1st June 2009 Working as a **“Librarian (***Library Incharge***)”** (Afternoon)

**Teaching Experience**

As a Pakistan Studies & Commercial Geography Lecturer: since August 2015 Teaching Pakistan Studies in Intermediate & Matriculation at **Civil Aviation Authority Model School & College** AirPort Karachi.

**Summary of Qualification**

Master in Library & Information Sciences (University of Karachi) 2010 (1st Div)

Master in International Relation (University of Karachi) 2006

Bachelor in Library & Information Sciences (University of Karachi) 2008

Bachelor in Arts (Sociology) (University of Karachi) 2003

Intermediate (Sociology) (Karachi Board of Intermediate) 2000

Matriculation (Science) (Methodist Sec School Christchurch)

**Computer Qualification**

Diploma in Information Technology (S.D.C & Trade Testing Board Sindh)

Office Automation (S.D.C & Trade Testing Board Sindh)

* Ms Word
* Ms Excel
* Ms Power Point
* Ms Access

Digital Library Creating Skills (KU DLIS)

* Preparation of Digital Books
* Launching of Library World Wide Web

Searching Skills (KU DLIS)

* Internet Searching
* Database Searching Techniques

**Additional Courses**

School Management Program (The Education Foundation Karachi)

A.C.T (The Education Foundation Karachi)

Introduction to Special Education (The Education Foundation Karachi)

**Professional Skills:**

* Cataloguing, Classification and Procurement of Library Material.
* Bibliography, Indexing.
* Archiving.
* Provide Library Internship to Library Science Students.
* Manage Library world database.
* Evaluation of Web and Electronic Information Resources.
* Electronic information storage and retrieval, complex search techniques.
* Cataloging of electronic and web resources.
* Classification in DDC and LCC.
* Download E-Books, Journals, Software through internet, Registration of books (online)

##### **Other Skills**

* Communicating by listening attentively and presenting ideas clearly
* Work well with all levels of people, including peers to lower staff and middle management
* Develop systems, organize and codify information accurately: maintain and update records regularly
* Bring innovation and creativity to management and problem solving
* Juggle many tasks simultaneously, often meeting tight deadlines; work well under pressures
* Take criticism and feedback well, following through on suggestions.

**Research Work**

Wrote a Research Thesis on: “***The Library of the Faculty of Pharmacy, University of Karachi: A Case Study”*** in 2010.

**Workshops & Training Programs**

* PAKLAG-Library Information Management System (LUMS) Freeware

(Nasir Hussain Arif Hussain Memorial Library, Karachi)

* E-Librarianship: Manage & Disseminate an E-Library by using Calibre E-Book Management.

(National Library of Chemical Sciences, H.E.J Research Institute of Chemistry, ICCBC, University of Karachi)

* Open-Source I.L.M.S: How to customize, install and automate a library by using

NewGenLib Live from India at H.E.J Research Institute of Chemistry, University of Karachi, Karachi.

* Managing Data: Bibliographic Standard Formats And Tools In Digital Age” Held on

June 21, 2014, At National University of Computer and Emerging Science, Karachi.

**Language**

* English:
* Urdu:
* Punjabi