## Resume

## SONIA

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## Objective

To work in a challenging environment where I can contribute my best efforts for the growth and development of my organization and myself.

## Areas of Interest

* Human Resource Department, Academics and Library

## Academic Profile

|  |  |  |
| --- | --- | --- |
| **Degree** | **University/Board** | **Year** |
| Pursuing PGDHRM  | Symbiosis University Pune | 2016 |
| P.G. Diploma in Spanish Language  | Rajasthan University | 2011 |
| Diploma in Spanish Language  | Rajasthan University | 2010 |
| Certificate Course in Spanish Language | Rajasthan University | 2009 |
| M.LIB (SCIENCE) | Rajasthan University | 2008 |
| B.LIB (SCIENCE) | Rajasthan University | 2007 |
| B.A | Rajasthan University | 2006 |
| 10+2 | Rajasthan Board | 2003 |
| 10th | Rajasthan Board | 2001 |

## Academic Honors

* Awarded by the **UNIVERSITY OF RAJASTHAN** in M.Lib Science for securing 66% with 2nd Rank in 2008.
* Awarded by the **UNIVERSITY OF RAJASTHAN** in B.Lib Science for securing 63.37% with 3rd Rank in 2007.

## Currently working

**Jan. 2013 to till date –** Librarian & Medical Services, Fortis Escorts Hospital, Jaipur.

**Jan.2013 to April 2016 –** Librarian & Training coordinator (HR), Fortis Escorts Hospital, Jaipur.

# Key Responsibilities on Current Work Profile

* Developed Medical library
* Key role in cordinating DNB Courses-Anesthesia,Pediatrics,General Medicine, & Gasteroentrology,ISCCM course & FIACTA course inspections.
* Subscription of Printed Journals, E-Journals & Renewal of Journal, Magazines
* Dealing with Vendors for purchases latest editions of books
* Display news cuttings on the notice board, maintain file of latest news cuttings
* Organizing Events: AHA-ACLS & BLS Provider & Instructer Course, PALS External Training Programme
* Taking part in general managerial task such as conducting meetings and preparing minutes of meeting.

## Work Experience

**Aug. 2012 to Jan. 2013 –** Librarian, Educosm Technical Campus, Jaipur.

**Mar. 2011 to July 2012 –** Librarian, UIMS College, Jaipur.

**Mar. 2010 to Feb. 2011 –** Assistant Librarian RIET College, Jaipur.

**April 2009 to Feb. 2010 –** Librarian Saint Soldier Public School, Jaipur.

**Sep. 2008 to Mar. 2009 –** Assistant Librarian RCERT, Sitapura, Jaipur.

* **Teaching experience in Spanish Language**

# My Skill Sets

* Computer Proficiency: Outlook, Microsoft Word/Excel etc.
* Conduct HR events
* Facilitate Induction Programme for new joinees
* Organise all curriculum activities as well as engagement activities
* Maintaining Training MIS
* Vendor Management
* Knowledge of the Software LIBSYS, LIS, LIBMAN & KOHA

# Personal Profile

**Name -** Sonia

**Date of Birth -** 15th Oct.1985

**Gender -** Female

**Language** **-** Hindi, English & Spanish

**Marital status** - Married

**Husband’s Name** - Sachin

# Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the Responsibility for the correctness of the above-mentioned particulars.

Date: 08/09/17

**Place:** Jaipur **Sonia**