**HASNA (LIBRARIAN)**

**Email:** [hasna.380870@2freemail.com](mailto:hasna.380870@2freemail.com)

**Personal Profile Statement**

I have enjoyed a short time career in a library across the Calicut city which has led to considerable experience and expertise in librarianship. I am a dependable individual who always strives for perfection in everything I do, including the preserving and maintenance of valuable books.. I am also able to multi-manage several projects at once. Ultimately, I believe that my natural flair for customer service, along with my proficiency in handling both the technological and physical resources in libraries will make me a valuable employee for any library in the country.

**Skills**

* Excellent Communication and Interpersonal Skills
* The ability to be organized and methodical, something which is essential with the demands of everyday sorting and stacking in a library
* A naturally hospitable and friendly personality which is essential in community-oriented jobs
* Excellent computer literacy which is required in this newly electronic era of libraries(Library softwares )
* Highly familiar with the duties and responsibilities of a librarian due to previous experience, which means I only need limited guidance in my new role
* Excellent Customer-Service Skills

**Work experience**

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| --- | --- | --- |
| **2015 July-to present** | **School librarian** | **Markaz International School, Calicut** |

**Main duties performed**

* + Continually cataloguing, labeling and adding new books, CDs and DVDs to the library system—both physically and electronically
  + Sorting and stacking books on the correct shelves
  + Providing support and any resources needed for students
  + Guiding people on how to utilize the new electronic check-out machines in the library
  + Checking books out physically and stamping return dates
  + Assisting the visitors to the library with any enquiries they have, or if they can’t find a book
  + Maintaining general library cleanliness and orderliness
  + Jointly running the Summer Reading Challenge with another colleague

**Education**

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| --- | --- | --- | --- | --- |
| **2013 – 2015** |  | **Master of library and information science** | **Farook College,Calicut** | **University of calicut** |
| **2010 – 2013** |  | **BSc Physics** | **Dayapuram Arts and Science college for women,Calicut** | **University of Calicut** |
|  |  |  |  |  |
| **2008 – 2010** |  | **Plus Two** | **REC Gov HSS** | **Kerala State Board** |
| **2010** |  | **SSLC** | **Providence GHSS** | **Kerala State Board** |

**Personal Details**

**DATE OF BIRTH : 15/08/1992**

**GENDER : FEMALE**

**AGE : 25**

**MARITAL STATUS : MARRIED**

**RELIGION : ISLAM**

**NATIONALITY : INDIAN**

**Achievements**

* Post Graduated with a First class in library and information science
* Promoted within months to a school librarian at my locality.

**Hobbies and interests**

As with most librarians, my hobbies involve, first and foremost, reading books. I am also a novice writer of poetry and often participate in the group poetry readings in my local cafe every week. I also enjoy spending time with my family and friends on weekends.