**Gulfjobseeker.com CV No:** **1296474**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

|  |  |
| --- | --- |
| **OBJECTIVE** |  |

I am an experienced Library professional having more than two (2) decade’s diverse knowledge of this particular field. I wish to share and contribute my practical & professional knowledge/experience among fellow professionals/organizations here in UAE. I always strive to earn immaculate livelihood for my family and make sure to fulfill my responsibilities with honesty, dedication and best of my professional abilities to satisfy my employer.

|  |
| --- |
| **SKILLS AND ATTRIBUTES** |

I am an ambitious & truly committed highly computer literate individual who believe in active learning and want to excel in Library profession. Always look forward optimistically to utilize and develop my skills within a challenging and progressive environment. Following are some of my key skills and attribute which reveals a lot of about me:

* Proactive, Self-starter. Having ability to pick up new skills and knowledge quickly and blend with the dynamic environment
* Service oriented person by utilizing time and manage workload efficiently.
* Capable to meet pressure deadlines with the help of my multi tasking behavior I can easily handle and complete more than one task quiet easily.
* Due to my leadership & motivational skills I leverage strengths of others to accomplish a common goal in a very amicable environment.
* An energetic cohesive team player having excellent inter personal communication skills.
* Willing to share and implement my diverse experience of Library management, planning, budgeting, organizational administration, documentation & effective problem solving skills.
* Keen to solve problems in a logical manner by figure out where to find information and draw conclusions based on the information found.
* Good observer & critical thinker. Its help me to set goals with tangible and intangible success criteria.
* My sense of visualization is very strong and its help me a lot during forecasting anything either its related with budget, future planning, books purchasing, staff management, administration or any other topic and I am thankful of God for this heavenly blessing.
* Digital or Electronic Library expert. Know very well how to use digital library or Electronic resources

|  |  |  |  |
| --- | --- | --- | --- |
| **ACADEMIC AND PROFESSIONAL QUALIFICATIONS** | | | |
| **Masters**  **Masters In Library & Information Sciences**  **MLIS**  **Bachelors**  **Bachelors In Library & Information Sciences**  **BLIS**  **Bachelors**  **Bachelors Of Science**  **BSc (Pass)**  **Higher Secondary Certificate**  **Pre-Medical**  **HSC**    **Secondary School Certificate**  **Science**  **SSC** | Masters (1st Division) Completed MLIS from *University of Karachi (UK)*, Karachi, Pakistan Graduation (1st Division) Passed BLIS as a regular student from *University of Karachi (UK)*, Karachi, Pakistan. Graduation (2nd Division) Passed bachelors of science as a regular student from *Government College for Men, Nazimabad,* Karachi. Intermediate (2nd Division) Passed higher secondary certificate examination as a regular student of *Government College for Men, Nazimabad,* Karachi. Matriculation (B-Grade) Passed secondary school certificate examination as a regular student of Zafar Academy *School,* Karachi. |
| **WORKING EXPERIENCES** | | | |

* Currently working as **“Administration Manager”** with **“1 Social Media Agency”** since October 01, 2013 to present.

My key job responsibilities here at 1 Social Media Agency are as under:

1. Complete overall managerial and administrative check of the premises.
2. Make sure to implement office rules & regulations.
3. Future planning, exploring new ideas, staff recruitment, making budget, preparing roster for staff, etc.
4. To improve the office services keep a vigilant eye on existing practices and with the help and suggestions of higher management committee try to make new proposals to the higher authorities to make changes in the existing set up.
5. Daily supervise office needs and its resources.
6. Correspondence with various clients/parties/dealers regarding procurement of any office equipments etc.
7. Keep a vigilant eye on media, both print and electronic and in case any news item, ad or footage, etc. Published, on air or appears in connection with the institution than I have to intimate that particular news item to the higher authorities for further action.
8. I also coordinate and update the official website with the help of webmaster.

* Worked as **“Library Officer”& HOD Library** with **Bahria University, Karachi Campus, Karachi,** since February 01, 2006 to 09 September 2013.
* Worked in **Baqai Medical University** as “**Head of the Department (HOD) Library & Chief Librarian**” from August, 2004 to January 21, 2006
* Worked in **PAF-KIET,** as **“In-Charge Library”** from June 07, 2004 to July 31, 2004.
* Worked in **Aga Khan University** from July 2000 to March 09, 2004 as "**Executive Image Bank**" under Public Affairs Department. My key job responsibilities were as follows:

1. This is an honor for me that I had developed and maintained an updated (Image Bank) repository of graphic material, including photographs, negatives, 2B & 35 mm slides and high-resolution digital images.
2. Prepare itinerary and check lists of all necessary work to organize photo sessions time to time within the campuses by local/foreign commissioned photographers.
3. Cater university wide photographic needs for publications, website and inter departmental presentations.
4. Develop and maintain an updated library of audios and videos.
5. TV/Radio programmes monitoring and recording of major events related to Health, Education and

Current Affairs, telecast/aired time to time mainly from local and international news bulletins and

Various other satellite channels.

1. Maintain stock of promotional material and back up of e-mails and other important data.

* Five years working experience in **Karachi Chamber of Commerce and Industry** as “**Chief Librarian**”

from September 1995 to May 2000.

* Fourteen months working experience in **Asiatic Advertising Company** currently **JWT** as "**Creative Librarian**".
* One year working experience in **PIA's Technical Library** as "**T.P.A" Technical Publication Assistant**.

|  |
| --- |
| **PERSONAL DATA** |

Date of Birth : 3rd June, 1968

Gender : Male

Religion : Islam (Sunni)

Nationality : Pakistani

Marital Status : Married (Family: Wife & 3 Kids)

|  |
| --- |
| **LANGUAGES** |

Fluent in English, Urdu & Hindi. Can read Arabic as well. Did 1 year diploma in German Language from Area Study Centre for Europe, University of Karachi-Karachi in 1992.

|  |
| --- |
| **EXTRA CURRICULAR ACTIVITIES** |

Play Badminton and love to exercise/work out to keep myself fit & healthy. Offer daily 5 times prayer with Jamat, Love Reading Books (Science, Wildlife & Nature) Listening Music & Watching Movies, Net Surfing & Browsing, Digital camera photography. Socializing through Face book. Gardening and keeping pets (especially birds). Good flair of clothing and collection of handmade handicrafts and other home decor items to soothe my aesthetic taste