**CURRICULUM VITAE**

**SHAHIDA**

[**Shahida.360197@2freemail.com**](mailto:Shahida.360197@2freemail.com)

**Objective**

To be potential resource to the organization where I can utilize all my skills & knowledge which would help the organization to grow and further enhance my growth profile. It would be my never-ending dedication to maintain in the spectrum of integrity, honesty and character.

**Academic Qualification**

**Other Qualifications**

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| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Exam** | **Board/University** | **Month & Year of Passing the Exam** | **% or Grade of Marks** |
| 1 | S.S.L.C. | Board of Public Examination, Kerala | March 2004 | 82 |
| 2 | Plus Two (Science) | Board of Higher Secondary Examinations, Govt. of Kerala | March 2006 | 76 |
| 3 | BSc. Mathematics | University of Kerala | April 2009 | 50 |
| 4 | M.L.I.Sc. (Library & Information Science) | University of Kerala | August 2011 | 66 |

1. UGC- NET (Jun. 2013)
2. DCA (Diploma in Computer Applications) awarded from Centre For Development Of Imaging Technology (C-DIT) in October 2013.

**Technical Skills**

* Microsoft Office, Windows 98/2000/XP, Windows 7
* Programming languages: C++
* Experience in Library Management Softwares: LIBSYS,LIBSOFT
* Knowledge in Library Classification Schemes (DDC, UDC & CC)

**Languages Known**

* English, Urdu, Malayalam, Hindi and Tamil

**Experience**

|  |  |  |
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| **Employer’s Name** | **Designation** | **Tenure** |
| Kerala University Library  Palayam  Thiruvananthapuram | Library Assistant | 11th November 2013 - continuing |
| Forest Central Library  Vazhuthacaud  Thiruvananthapuram. | Assistant Librarian | 24th November 2011 to 29th December 2012 |

**Key Skills and Competencies**

* Experienced in working in a customer service environment.
* Able to cover as relief for the absence and leave of other library staff.
* Good level of IT literacy.
* Ability to work under pressure on a busy frontline service.
* A positive attitude towards training and personal development.
* Willing to work late nights and weekends.
* A pleasant manner when dealing with customers and colleagues.

**Seminars/Workshops Attended**

* Attended Library Staff Skill Development Programme conducted by Kerala University Library during 23rd March 2016 held in Thiruvananthapuram.
* Participated in JSTOR and INFLIBNET FORUM at University of Kerala on 9th October 2015.

**About Myself**

I am a confident graduate, done my graduation in Mathematics (Govt. College Vazhuthacaud, Tvm.). I have passed my post-graduation in Library and Information Science (MLISc.). I am a quick learner and have the ability to keep cool under pressure. Ability to fit in with different environment and culture is my hallmark. I always wish to take challenges and I am ready to accept challenging situations in order to bring out my talents, skills and abilities and to be innovative so that I can learn from every new situation.

**Personal Details**

Name : **SHAHIDA**

Age : 28

Date of Birth : 03-06-1988

Marital Status : Married

Gender : Female

Nationality : Indian

**Declaration**

I hereby declare that all the given information are true, complete and correct to the best of my knowledge and belief.

**SHAHIDA**