

# **Geeta Choudhary**

**(GSET Qualified)**

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## **About self:**

A curious mind and a keen learner who observes things and gain's knowledge from past experience & failures. Willingness to grow, learn and achieve the self-set targets and growing with the organization. A self-made goal to make Library user-friendly & to motivate people to use Library (Digital as well as physical) and make learning easy for everyone.

## **Highlights of Qualifications:**

- Working knowledge of Library software like KOHA, offline & online
- Familiarity with children's literature and various library technologies
- Ability to develop, execute and manage various library programs & knowledge sharing
- Ability to interact with library staff, patrons and public in a friendly manner

## **Strength:**

- Hands on and experienced in Library Automation using KOHA software
- Knowledge of library resources and related cataloging programs
- Assisting in the selection of appropriate material
- Satisfactory Verbal and Written communication skills
- Familiarity with library instruction and reference tools
- Ability to work independently
- Willing to Learn and Flexible
- Innovative and initiative

## **Achievements:**

Qualified for the **Gujarat State Eligibility Test (GSET)** twice, for Assistant Professor in March 2022 and again in January 2023.

## **Educational Qualification:**

<b>S. No.</b>	<b>Examination/Degree</b>	<b>Name of Board/ University</b>	<b>Percentage of Marks/Final Grade</b>	<b>Year of Passing</b>
<b>1</b>	<b>SSC (10<sup>th</sup> Standard)</b>	Haryana Board	9.20	2008
<b>2</b>	<b>HSC (12<sup>th</sup> Standard)</b>	Haryana Board	6.80	2010
<b>3</b>	<b>Diploma in Library &amp; Information Science</b>	Kurukshetra University	67%	2016
<b>4</b>	<b>Bachelor of Arts</b>	Kurukshetra University	49%	2017
<b>5</b>	<b>Bachelor's Degree (Bachelor of Library &amp; Information Science)</b>	Kurukshetra University	55%	2018
<b>6</b>	<b>Master's Degree (Master of Library &amp; Information Science)</b>	Kurukshetra University	57%	2019
<b>7</b>	<b>Master of Arts</b>	IGNOU	Pursuing	Pursuing

## **Work Experience:**

- Working as a Librarian for Satyamev Jayate International School (ICECD Bopal), since 1st March and continuing.
- Worked with MJ Library (Ahmedabad public library) as Library Assistant from 11<sup>th</sup> February 2022 to 10<sup>th</sup> February 2023.
- Completed internship in Maharani Lakshmi Bai College, Balasamand road, Hisar (Haryana) as Library Trainee from 9<sup>th</sup> February 2021 to 31<sup>st</sup> March 2021 and got trained under the guidance of Dr Neelam Prabha, Principal of the college

## Extra- Curricular:

- Participated in online webinar on DOAJ & best practice in Scholarly communication organized by Shyam lal college, university of Delhi, International school of Business Management, Suresh Gyan Vihar university, Jaipur & Pinaki Techno, on 25<sup>th</sup> March 2023.
- Completed two-day workshop on Library Automation using KOHA, organized by Library Resource Centre- FOET, Pandit Deendayal Energy University, Gandhinagar on 24<sup>th</sup>-25<sup>th</sup>, 2023.
- Participated in 2<sup>nd</sup> edition of International Conference on Knowledge Management in Higher Education Institutions (ICKHI 2022) held on 11<sup>th</sup> & 12<sup>th</sup> April 2022 organized by Central Library (Manipal University Jaipur) & in association with University of Dubai
- Ascertained National Seminar on “Role of Libraries in Transformation Societies” organized by Dr. Babasaheb Ambedkar Open University, Ahmedabad in association with Raja Rammohun Roy Library Foundation held on 28<sup>th</sup> March 2022
- Attended one day virtual National Seminar organized by Bihar University along with Bihar Library Science, NET & PhD Holder’s Association (BLNPA) on 12<sup>th</sup> August 2021

## Personal Profile:

Date of Birth	:	04th May, 1993
Father’s Name	:	Mahender Singh
Nationality	:	Indian
Languages known	:	Hindi, English, Gujarati
Hobbies	:	Reading, Listening music, Stitching

## Declaration:

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

**Place: Ahmedabad**

**Geeta Choudhary**