



CURRICULUM VITAE

Of

SHAHINOOR KHANAM

e No -20, Road No-3, Block-D, Kaderabad Housing.

Mohammadpur, Dhaka-1207.

E-mail: shahinoor.ahmed@yahoo.com

Cell: 01712864284

Objectives:

To pursue a challenging job in a dynamic and esteemed organization where I will be able to work in any kind of situation with full efforts to utilize my knowledge, skills and experience for professional career development.

Educational Qualification:

Masters of Information Science & Library Management

Department : Information Science & Library Management
Institution : University of Dhaka
Result : 1st Class
Passing year : 2007(held in 2009)

Bachelor of Information Science & Library Management

Department : Information Science & Library Management
Institution : University of Dhaka
Result : 2nd Class
Passing year : 2006 (held in 2008)

Higher Secondary Certificate (H.S.C)

Group : Humanities
Institution : Meherpur Govt. Girls' College
Board : Jessore
Result : 1st Division (79.8%)
Passing year : 2002

Secondary School Certificate (S.S.C)

Group : Humanities
Institution : Meherpur Govt. Girls' High School
Board : Jessore
Result : 1st Division (75.2%)
Passing year : 2000

Personal Details:

Father's Name : Md. Nurul Islam
Mother's Name : Jahanara Begum
Permanent Address : Maya Medical Store, Bora Bazar, Meherpur.
P.S: Meherpur, Dist: Meherpur.
Date of Birth : 11th August 1985
Marital Status : Married
Height : 5'1"
Nationality : Bangladeshi
Religion : Islam

Internship

Institute : University of Dhaka
Department : Development Studies Seminar Library
Location : Dhaka.
Duration : September 2007 to October 2007

Duties & Responsibilities:

- Assist students how to use library resources properly.
- Monitor the library department.
- Processing new books.

Service Experience-1

Institute : Eastern Eskaton Garden Apartment
Designation : Librarian (Part time)
Location : Dhaka
Duration : February 2006 to August 2007

Service Experience-2

Institute : Seabreeze International School (English Medium)
Designation : Library Teacher
Location : Dhaka.
Duration : Since October, 2007 to 31 May, 2008.

Service Experience-3

Institute : State University of Bangladesh (SUB) & State
College Health Sciences (SCHS) (Lab aid Group)
Designation : Library Officer
Location : Dhaka.
Duration : Since 1st June, 2010 to present time.

Responsibilities of Present Job:

- Charging and discharging of books and other resources
- Keep newspaper information as required
- Maintain list of different publication of SUB
- Create students and teachers ID card
- Digitizing students picture for Student Management System
- Keep and update library books and records.

Other Qualifications:

- Successfully completed MS office Package & Internet applications (three months) at the Institute of Information technology (IIT) University of Dhaka.
- Also completed Junior English Language course (1year duration) at the Institute of Modern Language (IML) University of Dhaka.

Personal Attributes:

- Good organizational & interpersonal communication skills.
- Able to work as a team member.
- Able to keep confidentialities.
- Can work independently or within a minimum supervision.
- Self-confident & being positive.

Interests

Help needy, Traveling, Browsing, Chatting & Reading Novels.

Language Skills:

- Fluency in both spoken & written in Bengali.
- Fluency in both spoken & written in English.

References:

1. Dr. S.M Mannan

Professor

Department of Information Science & Library Management

University of Dhaka

Dhaka-1000.

Cell: 01711359698

2. Dr. Nasir Uddin Munshi

Professor

Department of Information Science & Library Management

University of Dhaka

Dhaka-1000.

Cell: 01818338473

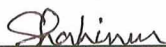
3. A.S.M.G. Faruk

Deputy Registrar & Library in Chief

State University of Bangladesh (SUB)

Dhaka-1205.

Cell- 01817042441



Shahinoor Khanam

Dated: 27. 02. 12