**RAINIKA SHARMA**

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**Address**: RZF House No 757/20, Raj Nagar Part II, Palam Colony, New Delhi-10053.

CAREER OBJECTIVE

To obtain a meaningful and challenging position that enables me to learn, the flexibility to try out my ideas in a challenging work environment and allows towards the growth of organization.

PROFESSIONAL SUMMARY

* Working in Navy Children School Chanakyapuri as Librarian since July 2022 to till date
* Flawless preparation of Library files, Data, Providing Information to Students , in O P Jindal Global University Provided reference information to Management, business School, International Affair, Mass and media Students, Manage library Task with utmost confidentiality. ( worked in all section of library , Circulation, Acquisition, Reference ) Provided library orientation to new students and faculty)
* Possess an **M.Lib & Info. Science in Library Science** & good knowledge of Microsoft office.

SKILLS

* Approachable well-presented and comfortable with different nature of people.
* Managing all Library related and work.
* Manage Administrative work.
* Records Management.
* Technical Support and assistance.
* Microsoft Office suite-Word, Excel, PowerPoint.

**MY ROLES &DUTIES**

* Proactive in providing **timely**, **efficient**, **well organized** and accurate Library service.
* Worked in Acquisition Section (Cataloguing& Book Processing).
* Preparing Plagiarism Report for faculty and Students through Turnitin Software.
* Perform Circulation Duty.
* Meeting and greeting visitors in the Library.
* Organized Special book display in library according to UN calendar.
* Printing, photocopying, filing and scanning.
* Creating and modifying documents using Microsoft Office.
* Ability to **maintain confidentiality**.
* Ability to produce consistently accurate work.
* Working as a part of the team and ability to prioritize tasks.

EDUCATIONAL QUALIFICATION

* **Master of Library** and Information Science from Delhi University in 2012.
* **Bachelor of Library** and information Science from Jamia Millia Islamia University in 2010.
* **B.A.** in Economics & Pol. From Shyam Lal College, University of Delhi in 2009.
* **12th** Passed from CBSE Board in 2006.
* **10th** Passed from CBSE Board in 2004.

WORK EXPERIENCE

* Working in **Navy Children School** as Librarian
* Worked with **O.P Jindal Global University** as Junior Manager-Library (Aug 2016 to Sep 2020)
* Worked as an ASSISTANT LIBRARIAN in **Indraprastha Apollo Hospital, Delhi**

from (**4 March** **2013 to 30, July 2016.)**

* Worked in **Indian Law Institute** as Library Professional from (**Feb 2011 to 30 July 2011**.)

PROFESSIONAL TRAINING

* **Organized and participated in KOHA workshop** Organized by O P Jindal Global Library and Best Book Buddies.
* Open Source Software for Library management organized by **IIT Kharagpur**

**(One-week Workshop).**

* Library Automation Procedure using **KOHA Basic** from CSIR-NISCAIR.
* Library Automation Workshop Using **KOHA Basic**(OrganizedBy IAMR)

INTREST AND ACTIVITIES

* Reading Books.
* Watching TV.
* Listening to music.
* Playing Badminton.

PERSONAL INFORMATION

Father’s Name : Mr. Kripa Shankar Sharma

Mothers name : Mrs. Kusum Lata Sharma

Date of Birth : 12th July 1988

Nationality : Indian

Languages Known : Hindi, English

DECLERATION

I hereby Declare that all information provided above are true to the best of my knowledge.

**RAINIKA SHARMA**