

## Rafiq Ullah

Address: Village Dorana Banda & P/OPaloski Banda Karak ,Tehsil  
Takht-e-Nasarati, District Karak, KP.

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Subject: Apply for the Post of Library Assistant

### INSPIRATION

Work in an innovative and learning environment that provides personal and career development Opportunities.

### QUALIFICATION

#### 16 Years of Education

- ❑ BS in Library & Information Sciences (BS-LIS 4 years), From The Khushal Khan Khattak University Karak (KKKUK), KPK. Duration 2015-2019
- ❑ Fsc Pre- Medical Obtain 57.50% marks 2<sup>nd</sup> Division Year of passing: 2014.
- ❑ Matric (Science) Obtain 57.60% marks 2<sup>nd</sup> Division Year of Passing: 2012.

### Certificates

- ✓ 5 Days Training Course on "Library Management and Digital Resources" at AHK NCRD Islamabad.
- ✓ 3 Days National Conference on "Library and Research" at KKKU, Karak.
- ✓ One Day Workshop on "Library Automation" at KKKU, Karak.
- ✓ 2 Days Workshop on "New Horizon of Library and Information Science Profession" at KKKU, Karak.
- ✓ (2<sup>nd</sup>) 5 Days Training Course on "Library Management and Digital Resources" at AHK NCRD Islamabad.
- ✓ International Conference on " LIS Profession: Challenges and Opportunities in 21<sup>st</sup> Century" at KKKU, Karak.

### Computer skills

- ❑ Six months Computer short course.
  - ✓ Easily work on MS word, MS Excel, MS Power Point, Inpage.

## Job Related Skills

Easily work on The following Library Management Softwares.

- ✓ **Koha, LIMS** (Integrated Library Management Software)
- ✓ **Caliber** (Library Management software of e-resources)
- ✓ **Good Presentation Skills**
- ✓ **Management Skills**( Class CR For 4 years)

Good searching techniques related with e-databases like **J-Store, Emerald, Science Direct** and Other HEC Approved e-databases.

## Hobbies

- Reading books & Newspaper
- Photography and Driving

## PERSONAL INFORMATION

Name	:	Rafiq Ullah
Father name	:	Muhammad Ayaz
Gender	:	Male
Marital status	:	Single
Religion	:	Islam
Nationality	:	Pakistani
Date of birth	:	13/04/1995 (13 <sup>th</sup> April 1995)
N.I.C No #	:	14203-0116875-9
Mother tongue	:	Pashto
Other languages	:	English & Urdu
Place of birth	:	Karak (K.P.K)

Thanks & waiting for Your Kind Feedback.

Rafiq Ullah