

# Resume



## **Shaendra Kumar**

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### **OBJECTIVE:**

To work in a competitive environment to achieve the goal of the organization as well as provides me all round growth and full exposure to my skills and creativity.

### **EDUCATIONAL QUALIFICATION:**

Course	Board/university	Years of passing
Graduation (B.A.)	C.C.S. University	2007
Intermediate	U.P Board	2004
High school	U.P Board	1999

### **PROFESSIONAL QUALIFICATION:**

Course	Board/university	Years of passing
BLISc	Annamalai. University	2009-10
PGDCA	Annamalai University	2011-12
MLISc	Annamalai University	2012-13
B-Ed	C.C.S. University	Result Awaited

### **Experience:**

- Presently I have working in **Institute of Management Education,Sahibabad, Ghaziabad**, since 8 November as an assistant Librarian.

### ICT SKILLS:

- Proficient in working with MS Office, Adobe Acrobat etc.
- Working knowledge on Metadata and digitization.
- Good knowledge of internet browsing (Information Retrieval).
- Working knowledge on ERP.

### PERSONAL INFORMATION:

<b>Father's Name</b>	: Mr.Satyapal Singh
<b>Date of Birth</b>	: 08 July 1982
<b>Sex</b>	: Male
<b>Marital Status</b>	: Married
<b>Language Known</b>	: English & Hindi
<b>Nationality</b>	: Indian

### DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place:- Delhi

Dated:

(Shaendra Kumar)