CURRICULUM VITAE

**Rekha**

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**About Self: -**A dedicated, diligent and result oriented person.

**Key Skills:-**

Follow instructions, Getting along well with coworkers, Meeting deadlines, Good attendance, Punctuality, Good work ethics, Productivity, Honest.

**Educational Qualification:-**

B.A. from Delhi University in 1999.

**Computer & Other Qualification:-**

* + BLIS from IGNOU in 2006.
  + Computer Basic Knowledge- Proficient with MS Office, Internet & E-mail etc.
  + **Library Software Knowledge**-E- Granthalya and LibSys
  + **Typing Knowledge -** English & Hindi

**Professional Experience:-**

**M/s LibSys Corporation, Gurgaon**   
 Tenure: Since April 2009 to March 2012.   
 Position: **Library cataloguer.( LibSys Projects Details are given below)**

* Worked as a library cataloguer in National Physical Laboratory Pusa Road.
* Worked as a library cataloguer in UNICEF, Lodhi Road.
* Worked as a library cataloguer in Council of Scientific and Industrial Research, Anusandhan

Bhawan, New Delhi.

* Worked as a library cataloguer in Indian Council of World Affairs, Mandi House, Delhi.
* Presently working as a Data Operator in Akashvani Bhawan, New Delhi.

**Personal Information :-**

Date of Birth: 7th July, 1979  
Married