From,

       Patel Navnit R.
       F-3/9-10, APEXA, Apartment, Muktanand Nagar,
       Nr. Gujarat Gas Circle, Adajan Road,
       Surat, Gujarat - 395009.
       Librarianvvk1@gmail.com
       09824901458

To.
The...

Sub: Application for the post of LIBRARIAN – Reg.

Respected Sir,

       I came to understand that there is a vacant for the post of Librarian in your esteemed Institution. I wish to apply for the same.

       Regarding my educational qualification I was completed my M L I S degree in 2003 at Veer Narmad South Gujarat University, M.A. (Gujarati/Sanskrit) in 1999 at Veer Narmad South Gujarat University and **M.Phil**. Degree Gujarati in 2005, and **M.Phil**. Degree in Library Science in 2008 at Alagappa University Karaikudi, Tamilnadu. Also I have eleven years experience in the field of Library and Information Science.

       If I am given an opportunity I shall be grateful and worthy of your choice. I herewith enclosed my detailed resume for your kind perusal.

       Thanking You

                               Yours faithfully

                               (Navnit Patel)

<u>**RESUME**</u>

S.RAJENDRAN
3/33. Akkammal Garden
Chinnamettupalayam
Saravanampatti-P.O.
Coimbatore – 35.
Email: rajendranjcet@gmail.com
Mobile: 9786029787

Objective:

To be a successful information science professional and challenging career specializing in the field of Library and Information Science, Documentation Activity and Database Management.

Professional Qualification:

M Phil in Library Science at Madurai Kamaraj University - 2008
M L I S Annamalai University – 2002
B L I S Annamalai University – 2000
Certificate of Library Automation-Sri Venkateshwara Polytechnic, Chennai - 2005

Academic Qualification:

M A [Public Administration] Madurai Kamaraj University – 2004
B A [History] Saraswathi Narayanan College, Madurai – 1994

Working Experience:

Library Asst. Trainee	Central Electro Chemical Research Institute (CSIR), Karaikudi	From Nov. 2001 to Mar. 2003.
Graduate Trainee	Central Library IIT Madras	From Nov. 2004 to Aug 2006
Librarian	Venkateshwara Homeopathic Medical College, Porur, Chennai	From Aug. 2006 to July 2007
Librarian	Jawaharlal College of Engineering & Technology, Palakkad	From July 2007 to Aug. 2010
Librarian	San International Business School, Coimbatore	From Sep. to 2010 Dec. 2011
Librarian	Sankara College of Science and Commerce, Coimbatore	From Jan. 2012 to till now.

Computer Knowledge and Library Software:

Computer: M S Office, FoxPro, Html, Web designing

Library Software: UNICLAM (IIT Software), Visionary Technology in Library Solutions (VTLS) Client, Green Stone Open Source Software,   KINSYS – Library Ex+, Dolphin- LIPS iNET.

Work Profile:

Accession Section: Purchasing of Documents, Bill Processing, Accessioning of the Documents.

Technical Section: Classification, Cataloguing, Data Entries in the Database and Technical Processing works.

Circulation Section: Automated Circulation System, Inter Library Loan, and Readers Service.

Periodical Section: Purchasing and Registration of the Periodicals, Maintain the Periodical Section and the Cartex Card System.

Other Works: Stack Maintenance,   Resource Sharing, Book Bank, iPortal, Online Searching, C.D. Rom Searching, Database Creation, RFID Tagging, Elims, Abstract Services, Reference Services, Smart Card Preparation, Barcode Generation, Marc 21 Editor, Digital Library Initiatives, Library Automation and Networking.

Conference/ Seminars/ Membership:

Power Point Presentation in Seminars held at IIT Madras:
1. Collections of Central Library IIT Madras,
2. Marketing of Information Products.

Attended National level Workshop on Preventive Conservation of Information Materials with Special Reference to Manuscripts of 30th July at The Government Museum, Chennai.,

National level Training Programme on Digital Content Copy Right; Challenges to Libraries at Cochin University of Science and Technology (CUSAT) on 17.09.2011.,

State level Seminar on Application of Web 2.0, Lib.2.0 and Social Media for Academic Library and Information Services at Coimbatore Institute of Technology, Coimbatore. 19.10.2013.,

State level Workshop on Tools of Documentation at Sankara College of Science and Commerce, Coimbatore on 02.10.2013 and

National level Workshop on DELNET; Resource, Services and Facilities & Koha; An Open Source Integrated Library System at K.S.R. College of Technology, Tiruchengode on 03.05.2014.

Membership; National Association of Indian Librarianship (NAIL)

Libraries Visited: British Council Library - Chennai
                     American Information Resource Centre - Chennai
                     Cannemara State Public Library – Chennai

Personal Profile:

Father's Name	: C. Shanmugavel
Date of Birth	: 08.03.1973
Age	: 39
Gender	: Male
Marital Status	: Married
Nationality	: Indian
Religion	: Hindu
Hobbies	: Reading Books and Magazines
Language Known	: Tamil, English, Malayalam

References: Mr.Ramakrishnan, Professional Asst.
                  Central Library,
                  IIT (Madras), Chennai – 36.

Declaration:

      I hereby declared that the above furnished details are true and correct to the best of my knowledge and belief.

      Thanking you

Place: Your's faithfully

Date: (S.RAJENDRAN)