

Curriculum Vitae

Name : Akshat Jain

Mobile: +917737467487

Email: akshat900@gmail.com

Current Location: Kota, Rajasthan, India

PROFILE SUMMARY

- Total 9 years of working experience
- 8 Years experience as a Librarian and Psychological Counselor in Allen career institute Pvt. Ltd., currently working with Allen Career Institute Pvt. Ltd., prior to it worked in N R Switch N Radio Services
- Start working in N R Switch N Radio Services as computer operator for 2 years
- Currently working in Allen Career Institute Pvt. Ltd. as a Librarian and Psychological Counselor, looks towards the Library work and mental problem of Medical students and Engineering students.

PROFESSIONAL EXPERIENCE

Allen Career Institute Pvt. Ltd. (Kota, Rajasthan) Librarian and Psychological Counselor from September 2016 to till present date.

- Executing Library work and Psychological Counseling process of Medical students and Engineering students.
- Library operations – oversee day to day operations including cataloguing, circulation and reference services
- Record Keeping – Maintain accurate inventory records and library databases, ensuring timely updates and compliance with standards
- Collection management – Develop, acquire and maintain a diverse collection of print material like books
- Policy development – Develop and update library policies, procedures and regulations to meet academic standards and evolving user needs

N R Switch N Radio Services (Kota, Rajasthan)-Executive from January 2014 to August 2016.

- Doing data entry work of all staff members of company.
- Keep record of every expenses made by the employees.

EDUCATION QUALIFICATIONS

Academic

Degree	School/University	Year
M.Lib.I.Sc.	Jai Minesh Adivasi University	2025
B.Lib.I.Sc.	Career Point University	2024
Post Graduate Diploma in Guidance and Counseling	Vardhman Mahaveer Open University	2019
M.A. in Psychology	Indira Gandhi National Open University (IGNOU)	2016
B.A.	Government College, University of Kota	2011
Senior Secondary in Commerce	CBSE	2008
Secondary	Modi Public School, CBSE	2005

PERSONAL SKILLS

- Good knowledge of computer
- Good knowledge of Microsoft office like Microsoft Word, Microsoft Power Point, Microsoft Outlook and Microsoft Excel.

PERSONAL DOSSIER

- Gender : Male
- Marital Status : Married
- Date of Birth : 7 April 1988

Akshat Jain