

NAVEEN VIKRAM SINGH

📍 Vill. & Post Haliyapur, Distt. Sultanpur, U.P. – 227815, India
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OBJECTIVE

To contribute to a progressive and growth-oriented organization where I can utilize my knowledge and skills in **Library and Information Science** to deliver high-quality services and support effective knowledge management.

PROFESSIONAL EXPERIENCE

Librarian

- 📌 *Sri Vishwanath P.G.College*
Kalan, Sultanpur (U.P.)
- 📌 *At present working*

Library Apprentice Trainee

- 📌 *CSIR–Central Drug Research Institute (CDRI), Lucknow*
- 📌 From-04 November 2024 to 03 November 2025

- Managing and organizing library resources both **manually and digitally**.
- Assisting in library automation using **Koha** and other library management systems.
- Supporting users in accessing physical and electronic resources efficiently.
- Cataloguing, circulation, and maintenance of library databases.

EDUCATION

Qualification	University/Board	Division/ Marks	Year
M.Lib.I.Sc.(Master of Library & Information Science)	Dr. R.M.L. Avadh University, Ayodhya	First Division/ 726/1000	2022
B.Lib.I.Sc.(Bachelor of Library & Information Science)	Dr. R.M.L. Avadh University, Ayodhya	First Division/ 755/1000	2021
B.B.A.(Bachelor of Business Administration)	Dr. R.M.L. Avadh University, Ayodhya	First Division/ 2366/3300	2013
Intermediate(12th)	U.P. Board	First Division/ 348/500	2009
High School (10th)	U.P. Board	First Division/ 377/600	2007
UGCNET(Library & Information Science)	University Grants Commission	Qualified	2023

SKILLS

-  **Library Management Software:** Koha
 -  **Computer Applications:** ADCA, CCC
 -  **Software Tools:** MS Word, MS Excel, Notepad
 -  **Library Operations:** Cataloguing, Classification, Digital Library Maintenance
 -  **Information Handling:** Manual & Digital Resource Management
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LANGUAGES

- Hindi (Fluent)
 - English (Fluent)
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PERSONAL DETAILS

- **Date of Birth:** 13 July 1993
 - **Gender:** Male
 - **Nationality:** Indian
 - **Religion:** Hindu
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DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Date: _____

Signature: _____
(Naveen Vikram Singh)