

CURRICULUM VITAE

JYOTI KUMARI

ADDRESS

Kabirganj Sasaram

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OBJECTIVE:

I am interested in working for an Organization, which constantly challenges my caliber and talent, thereby giving me an opportunity to develop my professional and personal skills & to pursue a rewarding career.

EDUCATIONAL QUALIFICATION :

- B.L.I.Sc from Rajshree Tondan Open University , Prayagraj 2026.
- N.T.T From Abhyash Teacher Training School in 2023-24
- B.Com Completed from Veer Kunwar Singh University in 2011
- I.Com Passed from Bihar Board, Sasaram, in 2008
- 10th Passed from Bihar Board, Sasaram, in 2005

TECHNICAL QUALIFICATION:

- 6 Months Diploma in Computer Course from SAN-LOK COMPUTER CENTRE, Three Months Tally Certificate from SSET COMPUTER CENTER, Sasaram (Tally Version 7.2)

SKILL PROFILE:

- Koha , Libsys , SOUL, Alice for Window 6.0
- D-Space
- MS-Office (Word, Excel, Access, Power-Point).

EXPERIENCE:

- 1 yr in Abhyash Teacher Trainning School in Dhanbad.

Library Profile:

- Carrying out circulation of books, magazines and ILL activities.
- Cataloging, classification of books into library software.
- Record keeping of serials and Project reports.
- Processing of bills / Maintenance of records, documentation, etc.
- Assisting in developing digital library.
- Assisting in compilation of usage reports of library resources.
- Assisting in delivering various library services (CAS, SDI)
- Assisting in library orientation.
- Handling student feedback process.
- Assisting in stock verification.

PERSONAL DETAILS:

Name	:	Jyoti Kumari
Father's Name	:	Sh. Byas Mishra
Father Occupation	:	Business
Date of Birth	:	Feb 14, 1992
Marital Status	:	married
Nationality	:	Indian
Language Known	:	Hindi & English
Hobbies	:	To gain knowledge about new things
Current CTC	:	NA
Expected CTC	:	As per Institution Norms

DECLARATION:

I here by declare that all the information's given above are true in all respect and I assure you that I shall do my level best to discharge my obligations to the entire satisfaction of all concerns and my result-oriented ness will convince you of my contentions.

Date: 11.08.26
Place : Dhanbad

(Jyoti Kumari)