

# **SANJAY KUMAR PATEL**

*Date of Birth: 05.07.1987*

*Nationality: Indian*

Permanent & Postal Address  
Village-Bhitari, Post-Lohta, Thana-Lohta,  
District-Varanasi. State-Uttar Pradesh, India  
Pin Code-221107  
Contact No.-9479070653  
E-mail ID-patelsanjaymlis2010@gmail.com  
Marital Status- Married

Father Name-Mr. Lalata Patel  
Mother Name-Smt. Gulabi Devi

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## **Career Objective**

*Intend to build a career with leading corporate of Hi- tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.*

## **Professional Qualification**

- ❖ M. Lib. & I. Sc. (Integrated) from Banaras Hindu University, in 2011 with 1<sup>st</sup> Div.
- ❖ Qualified UGC NET and Awarded JRF in June 2012 and December 2012.

## **Educational Qualification**

- ❖ B.A. from Veer Bahadur Singh Purvanchal University in 2007 with 2<sup>nd</sup>. Div.
- ❖ Intermediate from U.P. Board in 2004 with 2<sup>nd</sup>. Div
- ❖ High School from U.P. Board in 2002 with 2<sup>nd</sup> Div.

## **Competencies**

- ❖ Fast learner. Adapt well to changes and pressures in workplace.
- ❖ Good presentation skills.
- ❖ Work effectively with diverse groups of people.
- ❖ Ambitious and committed to excellence.
- ❖ Committed to deadlines and schedules.

## **Computer Skills:-**

### *MS office and others*

- ❖ Knowledge in application software as (MS word, Power Point, Excel), Online searching.
- ❖ Knowledge of library automation softwares like Lybsis, SOUL etc.
- ❖ Knowledge of CDS/ISIS.

## **Job Profile**

*I can do the following activities of library:-*

- ❖ Acquisition of books as well as non-books materials & periodical.
- ❖ Cataloguing and classification of books as well as non-book materials.
  - ❖ To provide reference & information services through UGC-Consortia, Del NET CD-ROMs, OPAC & INTERNET.
- ❖ To Provide News Clipping Service.
- ❖ To Provide S.D.I.

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Place:

**Sanjay Kumar Patel**