

Rohit Kumar Arora

J-46 Chanakya Palace, Part-1,
Street No-30, Uttam nagar,
New Delhi-110059.
9015667611
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Objective

To build a career in an organization which helps boosting my skills and to explore my strengths for serving the organization in a better manner.

Education

PGDDLDM | JULY, 2019 | IGNCA

- Post graduate diploma in Digital Library and Data Management

PGDCA | JULY, 2017 | CMIMT

- Post graduate diploma in computer application

M.LIB.SC | AUG, 2015 | VINAYAKA MISSION UNIVERSITY

- Masters in library science

B.LIB.SC | JULY, 2014 | VINAYAKA MISSION UNIVERSITY

- Bachelor in library science

B.COM | OCT, 2012 | E.I.I.L.M UNIVERSITY

INTERMEDIATE | MAY, 2008 | C.B.S.E

METRICULATION | MAY, 2006 | C.B.S.E

Experience

SENIOR LIBRARY ASSISTANT (LEVEL-5) | BITS PILANI | 06, NOV 2019 TO TILL.

TRAINEE (LIBRARY) | AMBEDKAR UNIVERSITY | 01, MAY 2018 TO 31, OCT 2018.

TRAINEE (LIBRARY) | INDRA GANDHI NATIONAL CENTRE FOR ARTS | 01, JAN, 2018 TO 30, APR, 2018.

LIBRARY PROFESSIONAL | MANGAL MAHAVIDYALAY, MORENA | SEP, 2015 TO SEP, 2017.

Key Function & Responsibility

- To maintain Library order, security and discipline: shelving books and periodicals, tidying shelves, supervising the reading rooms and ensuring the library rules are being observed.
- To help staff the Issue Desk, and use the circulation system to accurately record and process all loans, returns, holds and fines.
- To classify material according to the Library's in-house classification system.
- To assist the individual users in library
- To assist with processing acquisitions: accessioning, labelling and covering items as necessary
- To help with purchasing stock: checking reading lists and recommendations

Personal Information

Father Name	:	Sh. Ashok Kumar Arora
Date of Birth	:	27 th Nov. 1990
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Linguistic Ability	:	English, Hindi
Hobbies	:	Travelling and Internet surfing

Place: New Delhi

Date:

(ROHIT KUMAR ARORA)