**Curriculum Vitae **

**Address:** Sunitha.H.K Phone No:8971443278

SGS Silver Oak Apartment, Email ID:sunitha8291@gmail.com

Flat No G8, 1st A cross, Sumukha Layout,

Sneha Colony, Chikkalasandra, Uttarahalli,

Bangalore-560061

**CARRIER OBJECTIVE**

Looking for a challenging career which demands for best of my professional ability in terms of technical and analytical skills and helps me in broadening and enhancing my current skill and knowledge.

**PROFILE**

* Well versed in library management.
* Good knowledge of Library automation, Networking, HTML and Computer fundamentals,
* Analytical, good at problem solving and excellent in maintaining interpersonal relationship.
* Good verbal and written skills.

**EDUCATIONAL QUALIFICATION**

* **MLISC**(Library and Information Science with an aggregate of 67%) from Kuvempu university in 2014.
* **B.A.** (with an aggregate of 61.0%) from Govt.Smt V.H.D Home-Science College in 2011.
* **P.U.C.** (with aggregate 59%) from Govt.Smt V.H.D Home-Science College in 2008.
* **SSLC** (with aggregate 60%) from Sree Venkateshwara High School in 2006.

**SOFTWARE SKILLS**

**Automation Software :** SOUL, E-Lib, Koha, Newgenlib, Easylib, Libsys

**Web designing language :** HTML

**Operating Systems** : Windows 9x/2000/XP/7

**Application Software :** Microsoft Office, Excel, Power point

**Digital library software :** DSpace, Greenstone, EPrints

**STRENGTHS**

* Determined to learn with practical approach
* Good communication skills
* Enthusiastic and can produce results under deadline constraints

**PROJECTS**

* Awareness & use of e-resources of chemistry department students at Kuvempu University- A case study
* One month Internship training at MSRIT Engineering College from June 9th to July 9th **2014**

**EXPERIENCE**

* Worked as an assistant librarian in MVJ college of engineering from July 2016 to February 2020
* Worked as a project trainee in NAL (National Aerospace Laboratories), Bangalore from July 2015- July 2016.

**PERSONAL DETAILS**

Name : Sunitha.H.K

Father's Name : Krishna Prasad.H.S.

Date of Birth : 08-02-1991

Sex : Female

Marital Status : Married

Languages known : English, Kannada, Hindi,

**REFERENCES**

MUMTAZ AHMED KHAN (Retd. Library Information Officer, NAL, Bangalore)

Chief Librarian

M V J College of Engineering

Channasandra, Near ITPL

Bangalore -560 067

Ph: 99451 05589

E-mail: khanmain58@gmail.com

**DECLARATION:**

I hereby declare that the above mentioned information is correct up to my knowledge and I hear the responsibility for the correctness of the above mentioned particulars.

**Thanking You, Your’s faithfully,**

**(Sunitha.H.K)**

**Date:**

**Place: Bangalore**