

CURRICULUM VITAE

ASWATHI . S
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Location : Kerala, India.



CAREER OBJECTIVE

- A challenging position in a reputed organization that allow for utilization of my inherent strengths, Talents, creative capabilities, acquired knowledge and commitment to attain organizational goals as well as personal goals.

SKILLS & ACHIEVEMENT SUMMARY

- Ability to work under pressure and ensure entrusted assignments completion
- Positive attitude, team player and quick learner
- Energetic and hard working individual
- Knowledgeable in data processing
- Familiar with internet & E-mail
- KOHA
- Accounting and Basic Computer Knowledge(MS Office)

EDUCATIONAL QUALIFICATIONS

Professional Qualification	Institution	University/Board	Percentage
SSLC	JNMGHSS		82%
Bachelor of Library and Information Science(BLISc)	Farook College Kerala, India	University of Calicut	81%
B.com	Masters Academy	University of Calicut	75%

TRAININGS ATTENDED

- Library Automation and RFID implementation (26th to 30th December 2018) at Stallion Group
- Orientation Programme for Aspirants to Central Govt: Libraries (19 Jan 2019) at Farook College

- E-Learning programme of Microsoft Office Computing by (04-Apr-2014-28_may-2014) at RUTRONIX

WORK EXPERIENCE

APPRENTICESHIP TRAINEE in Library and Information Science – Kerala Sahitya Academy (October 2019 to November 2020)

- Cataloguing, Classification, Indexing of Digital Documents.
- Journal indexing Library Automation in Koha.
- Indexing of Malayalam Grandhasoochi and Library Routine works.

PERSONAL DETAILS

Nationality	: Indian
Date of birth	: 25 Nov 1997
Marital Status	: Single
Languages	: English, Hindi, Malayalam
Passport No	: S 0288358

DECLARATION

I hereby declare that the information's furnished above are true to the best of my knowledge and belief. I bear the responsibility for correctness of the above-mentioned particulars.

Place: INDIA

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