

RESUME

ASWATHY R. T.

Charuvila Puthen Veedu

Chenkikkunnu,

Kilimanoor Po

Kilimanoor, Thiruvananthapuram

Kerala, 695601

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PERSONAL INFORMATION

DOB : 17/01/1996

Gender : Female

Name of Father : Raveendran Nair K.

Name of Mother : Thankamani S.

Marital Status : Single

Religion : Hindu, Nair

Nationality : Indian

Mother Tongue : Malayalam

Languages Known : English, Malayalam, Hindi, and Tamil

Hobbies : Travelling

EDUCATIONAL QUALIFICATIONS

Course	Board/University	Month & Year of Passing	Marks (%)	Register Number
M.L.I.Sc.	University of Kerala	April 2018	78.04	83416638005
B.Sc. Polymer Chemistry	University of Kerala	April 2016	77.83	23913110023
HSE	Board of HSE Examinations, Kerala	March 2013	83	9014896
SSLC	Board of Public Examinations, Kerala	March 2011	85	140298

WORK EXPERIENCE

Post	Institution	Period of Service
Library Trainee	Dept of Library and Information Science, University of Kerala	11 th June 2018 to 7 th September 2018

SKILLS ACQUIRED THROUGH MLISc DEGREE

- Library Management Software : KOHA, LIBSYS
- Knowledge in Library Classification : DDC, UDC & CC
- Knowledge in Library Cataloguing : AACR, CCC

TECHNICAL QUALIFICATION

- Programming Languages : HTML
- Operating Systems : Microsoft Windows (7, 8, 10), Ubuntu
- Packages : MS Office
- Certificate in ASAP Optical Fiber Communication

WORKSHOP/ CONFERENCES/ INTERNSHIP

- ❖ Completed one month "***Internship Programme***" in the Kerala University Library as a part of the MLISc Programme of the DLIS, University of Kerala, from 15th April to 15th May 2017.

- ❖ Attended a two-day workshop on “**KOHA**” on 09th and 10th of December 2017 conducted by Kerala Library Association, Thiruvananthapuram

KEY STRENGTH

- ❖ Positive attitude towards work.
- ❖ Team work spirit
- ❖ Ability to build interpersonal relationships.
- ❖ Positive mindset
- ❖ High degree of self motivation
- ❖ Rapid learning capability

REFERENCE

Dr. B. Mini Devi Assistant Professor & Head Department of Library and Information Science University of Kerala Email: drminidevi1968@gmail.com Mobile: +91 9446663070	Dr. S. Humayoon Kabir Former Head & Associate Professor Department of Library and Information Science University of Kerala Email: humayoonkabirs@gmail.com Mobile: +91 9847541973
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I hereby declared that the above said information is true and correct to the best of my knowledge and belief.

Aswathy R. T.