



Sandhya S

#14, 5th cross Nagamma nagar, Gowtham Puram Halasuru Bangalore.560008.
9632942523 | sandhyasrajan11@gmail.com

OBJECTIVE

Motivated and detail oriented professional seeking a challenging position where I can contribute my skills experience and commitment to delivering high quality results. Eager to join a dynamic team to grow professionally and support organisations success

EXPERIENCE

07-08-
2018 -
Upto
date

- **Assistant Librarian**
St Anne's degree college for women
Supported daily circulation desk operations, including checkouts ,returns and managing overdue items.
- Have been taking tuitions at home from 2022 - 25

EDUCATION

2023-24

- **Senior diploma in child psychology (NTT)**
All India Early Childhood Care and Education

2022- 23

- **Junior diploma in child psychology (NTT)**
All India Early Childhood Care and Education

2014-
2017

- **B.com**
St' Anne's degree college for women

2012- 14

- **PUC**
Government college

2011-12

- **SSLC**
St Lourdes high school

SKILLS

Cataloging and classification

100%

Circulation and patron assistance

100%

Inventory and records maintaining

100%

Book processing and shelving

100%

Strong communication and
interpersonal skills

100%

Windows XP/ windows7

100%

Microsoft office 2003/2007/2010

100%

INTERESTS

- Reading books

- Listening to music
- Art and handicrafts
- Singing

LANGUAGES

- English
- Kannada
- Tamil