

RESUME

SANGEETHA. G
D/O: GANESAN.M
Kattavilagam
PS: Arakkottai
Taluk: Thiruvadanai
Dist: Ramanathapuram
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CAREER OBJECTIVE

To grow more knowledge able about the most recent trends and to be part of team that works energetically towards the development of the library organizations. I can show case my skills and contribute to the growth of the organization. Hard working employee with user service multitasking and time management abilities. Devoted to giving every user a positive and memorable experience.

ABOUT MYSELF

An enthusiastic student with high motivation and leadership skills completed a master's degree in library and information science. Eager to learn new techniques and areas of research in library and information science. I have written a paper called Green Library an Overview.

One Month Internship – PSG COLLEGE OF TECHNOLOGY, COIMBATORE.

WORK EXPERIENCE

Working as a Graduate apprentice in the library department at the Central manufacturing technology institute, Bangalore.

ACADEMIC PROFICIENCY

Course	Specialization	Institution	Board / University	Year of passing	Percentage
M.Lib.I.Sc	Library and Information science	Alagappa University Karaikudi	Alagappa University	2024	83%
B.A.,	English	Sree Sevugan Annamalai College	Alagappa University	2022	73%
HSC	Biology, Maths, Physics, Chemistry.	ST.John's (G) Hr.Sec.School.	State Board	2019	65%
SSLC	General	ST.John's (G) Hr.Sec.School.	State Board	2017	95.4%

TECHNICAL SKILLS

- Knowledge about Koha, D-Space.
- Reference Management Software - Mendeley, Zotero

COMPUTER PROFICIENCY

- MSOffice(Word, Excel, PowerPoint)
- Google Drive (Docs, Sheets ,Slides, Forms)
- Tax Invoice

PERSONAL SKILLS

Establishes strong communication and interpersonal skills, as well as a willingness to learn library technology. Team leadership skills and a good attitude always necessary.

KNOWING LANGUAGE

- Tamil – (Read,Write,Speak)
- English – (Read, Write, Speak)
- Canada – (Speak)

PERSONALITY

Adoptable to any environment, self-motivated, keen observing, friendly, smart working and keeping a habit of learning while working.

PERSONAL DATA

Name: SANGEETHA.G Father Name: Ganesan.M Date of Birth& Age: 30-05-2002&22 Mother Language: Tamil	Gender: Female Nationality/Religion: Indian/Hindu Marital Status: Unmarried
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SELF - ACCOMPLISHMENT

I hereby declare that all the statements mentioned above is true, complete and correct to the best of my knowledge and that I have not concealed any material facts.

Place: Karaikudi
Date: 10.01.2025

Yours Faithfully,
G.Sangeetha.