

Kusuma Baghel



Phone
9644742441

Date of Birth
24/02/1991

Address
**Ravindra Nath tagore ward 12 Kabir
chowk Nayamunda jagdalpur Bastar**

OBJECTIVE

Seeking a librarian role where I can utilize my organizational, research, and cataloging skills to create an efficient and user-friendly library environment. As a quick learner with strong communication and problem-solving abilities, I aim to assist visitors, manage resources effectively, and contribute to a well-structured library system."

SKILLS

- 1. Cataloging & Classification
- 2. Research Skills
- 3. Customer Service
- 4. Library Software Proficiency
- 5. Organization & Filing
- 6. Attention to Detail
- 7. Time Management
- 8. Communication Skills
- 9. Multitasking
- 10. Teamwork

CONTACT

✉ kusumlata2.1991@gmail.com

LANGUAGE

EXPERIENCE

CHETNA NGO
ACCOUNTENT

JANPAD PANCHAYAT JAGDALPUR
DATA ENTRY OPERATOR

COLLECTOR OFFICE
DATA ENTRY OPERATOR

13/7/2021 - 30/04/2023 **SARSWATI SHISHU MANDIR SCHOOL**
LECTURER

26/06/2023 - 30/04/2024 **KRISHNA VIKAS SCHOOL**
PRIMARY TEACHER

EDUCATION

2022 **C.V Raman University**
M.sc IT (information technology)
75%

2018 **C.V Raman University**
B.Sc Maths
62.4%

2014 **Maharshi University**
DCA (diploma in computer application)
63.33%

2022-2023 **Sundar lal sharma University**
B.lib & I.sc
59.83%

2016 **Height information technology jagdalpur**
Tally (CPFA)
A

2024 **Dr. C V Raman University**
M.lib & I.sc
65%

ACHIEVEMENTS & AWARDS

I am handball player and we have won the Silver medal in the Regional Level Tournament.

STRENGTH

I am a highly organized and dedicated librarian with a strong passion

- Both(Hindi & English) languages come, but it is good to talk or explain in Hindi because every person can understand well and what you said or wanted to say, he understands very well.

for information management and research. I am adept at cataloging, organizing resources, and assisting users with finding relevant information. My excellent communication and interpersonal skills foster a positive, user-friendly library environment. With a keen attention to detail and time management abilities, I am committed to contributing to an efficient and welcoming library system."

APPLIED POST

LIBRARIAN AND LIBRARY ASSISTANT

Signature: _____
Kusuma Baghel