

SUMARJ

T. Begur Grama Panchayath office opp. T. Begur, Nelamangala (T),

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OBJECTIVE

Enthusiastic and detail-oriented recently completed diploma in library science, eager to apply my knowledge of information management, customer service in a library setting. Seeking an opportunity to contribute to your organization by supporting daily operations, assisting patrons, and promoting the importance of reading and accessibility.

Education

Diploma in Library and Information science

- Government Polytechnic for women, Bangalore-01

PUC

- Vanivilasa PU College, Tumkur

SSLC

- Shree Manjuntha girls high school, Nelamangala
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Library Intern

PES University, Bengaluru | 26th Dec 2024 – 11th Apr 2025

- Assisted in cataloging, classification, and organization of library resources.
- Gained hands-on experience in circulation management and reference services.
- Assisted in library administration tasks and digital resource management.
- Contributed to initiatives promoting reading and information literacy.

Library Intern

Vidhana soudha Secretary library|23rd Mar 2023 - 20th May 2023

User assistance

- Library operations support
- Periodicals management
- Newspaper clipping

Library Intern

High court Judge library |11th Aug 2022 - 31st Oct 2022

- Assisted in cataloging, classification, and organization of library resources.
 - Provided support to the judge by accessing information.
 - Amendment entry
 - Preparing book card
 - Digital resources management
 - Newspaper clipping service
 - Digital resources management
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SKILLS

- Digital training on Microsoft office
- Cataloging
- Classification
- Communication
- Customer service
- Strategic thinking

Languages

- Kannada
- English
- Hindi

Hobbies & Interests

- Listening to Music
- Traveling and exploring
- Reading novels
- Interact with people

I do hereby declare the information mentioned above is true and fair to the best of my knowledge.

Date: 26 March 2025

Place: Bangalore

SUMA R J