



[SURAJ HARDEKAR]

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Objective

HIHGLY MOTIVATED AND STRIVING TO BE A PASSIONATE LIBRARIAN

HOLDING A BACHELOR OF COMMERCE DEGREE SEEKING TO CONTRIBUTE BY EXPERTISE IN THE FIELD OF LIBRARY MANAGEMENT AND HELP IN GROWING INFORMATION LITERACY INSTRUCTION AND CHANGING THE USUAL FACE OF THE LIBRARY BY DEVELOPMENT OF INNOVATIVE TECHNIQUES AND HELP THE AMAZING STUDENTS OF YOUR INSTITUTION IS USING THE LIBRARY MORE EFFECTIVELY AND EFFECIENTLY BYIENTLY BY PUTTING FORWARD MY IDEAS AND INNOVATIONS INTO THIS FIELD

Experience

“A NEW BEGINNING HAS A LIFETIME LEARNING “

WITH THIS THOUGHT AND IDEA, IT WOULD BE MY PRIVILAGE TO SAIL MY SHIP AS A FRESHER ON THIS WONDERFUL VOVAGE AND GIVING WINGS TO MY CAREER BY BOTH ADAPTING TO THE ENVIROMENT CREATING DISTINCTIVE CHANGES IF NEEDED IN HOLISTIC DEVELOPMENT OF STUDENTS AND MAKE LIBRARY TO BE A PLACE OF OVERALL GROWTH OF STUDENTS BOTH PROGRESSIVELY AND PASSIONATELY

Education

- COMPLETED BCOM FROM B.E.T COLLEGE IN 2019
- COMPLETED PU FROM B.E.T COLLEGE IN 2013 MARKS OVERALL 65 %
 - COMPLETED 10TH IN CBSE FROM ITI CENTRAL SCHOOL WITH 6.2 CGPA

Skills

- BASIC KNOWLEDGE OF USING LIBRARY SOFTWARE
- IDEA OF CATALOGING AND CLASSIFICATION
- INTERACTED WITH SEVERAL LIBRARIANS AND SAW THEIR DAY-TO-DAY LIFE IN PERFORMING VARIOUS TASKS AND INVENTORY CHECKS
- BY OBSERVING THE WORK OF THE VARIOUS LIBRARIANS AND THEIR COMMUNICATION AND INTERACTIVE SKILLS WHICH THEY POSSES
- INTERACTION WITH LIBRARIANS ON HOW DIGITAL ARCHIVING WORKS
- PHYSICALLY GETTING IDEA ON HOW A LIBRARIAN HELPS IN CONDUCTING AND PLANNING OF VARIOUS EVENTS AND OTHER ASSISTED WORKSHOPS AND HELP STUDENTS IN ORGANISATIONAL SKILL AND PROVIDE THEM EXACT MATERIALS BASED ON THEIR REQUIREMENTS AND SOLVE RELATED QUERIES
- HOW A LIBRARIAN USES HIS SOFT SKILLS AND COMMUNICATION KNOWLEDGE AND HELPS IN DEVELOPING AND KNOWING THE PSYCHOLOGICAL ASPECTS OF VARIOUS STUDENTS CHANNELING THEIR INNER ATTRIBUTES AND EASE THEIR BURDEN OF STUDY
- WENT GOVT SCHOOLS AND COLLEGES TO KNOW THE LIMITATIONS OF LIBRARIANS AND DIFFICULTIES THEY ARE FACING AND DRAWING METHODS FOR IMPROVISATION

Qualities

- EFFECTIVE COMMUNICATION

- PRACTICALITY IN SOLVING STUDENTS' PROBLEMS
- EMOTIONAL INTELLIGENCE
- QUICK DECISIVE THINKING
- CRISIS MANAGEMENT FOR EFFECTIVE AND EFFICIENT WORKING
- MENTORING AND DOUBT CLEARING
- SHOWING IMPROVEMENT IN DAILY WORKING
- LEARNING FROM OTHERS
- ART OF HAVING PATIENCE IN DEALING WITH DIFFERENT TYPES OF STUDENTS OF DIFFERENT CLASSES
- SHOWING HONESTY, DEDICATIVENESS, STRIVING TO LEARN NEW THINGS. MOST IMPORTANTLY BEING CALM AND COMPOSED IN ANY UNEXPECTED EVENTS
- HAVING KNOWLEDGE ON CURRENT AFFAIRS AND BEING UPDATED WITH LATEST THINGS HAPPENING IN WORLD OF SCHOOLING AND LIBRARY
- LASTLY HAVING TIME MANAGEMENT, IMPROVING MISTAKES, RESOLVING CONFLICTS AND A GOOD RAPPORT WITH OTHER STAFF MEMBERS

Other Qualities

- ENTHUSIASM IN WORKING
- ATTENTION TO DETAIL IN WORKING
- RESPECTFUL TO ALL STUDENTS
- GUIDING THE MODERATE STUDENT TO GETTING GRADES
- CREATING CONFIDENCE AND REMOVING EXAM FEAR
- GIVING VARIOUS LEARNING TECHNIQUES AND TIPS

Certificates

- PARTICIPATED IN NUMERABLE QUIZ COMPETITIONS IN SCHOOLS ESPECIALLY THE TATA BUILDING INDIA AND NATIONAL LEVEL QUIZZES
- PARTICIPATED AND WON MANY INTER SCHOOL DEBATING COMPETITIONS

Hobbies

- WATCHING SPACE ADVENTURE DOCUMENTARIES
- UNDERSTAND THE DEPTHFULNESS OF CHRISTOPHER NOLAN FILMMAKING
- LOVE FOR CHILDREN'S MOVIES
- READING MYTHOLOGY ADVENTURE BOOKS
- LOVE FOR INDIAN AUTHORS AND THEIR ROMANTIC NOVELS
- WRITING PRESENT DAY REALITY POEMS
- LISTENING TO MUSIC OF 90S, ENGLISH AND HINDI

- LEARNING NEW LANGUAGES