

RESUME
MAMTA KUMARI

PERMANENT ADDRESS
H No 149,street no 5,S.S.Tnagar.
PATIALA 147001

Mobile No 7837002009, 9463940868
Tel (Home) 0175 2371324
Email cutemamta7@gmail.com

OBJECTIVE

An appropriate job assignment, which would enhance my overall skills, giving me an opportunity to contribute to the joint effort of the organization and thus enabling me to grow with and within the company. I believe that one has to be more persistent than the difficulty to succeed in life and to achieve his goal. To work in an organization which offers an opportunistic environment to explore and enhance my dexterity equal to the international standards and presents ample scope for growth. To be part of a reputed organization, which explores my talents, recognizes my contribution and provides me an opportunity to work in an environment that upholds individuality and encourages calculated risk taking.

ACADEMIC QUALIFICATION

- Graduation(B.Com) from punjabi university

PROFESSIONAL QUALIFICATION

- M.Lib SC from kurukshetra university
- M.PHIL (LIBRARY SCIENCE) from chaudhari devilal university ,sirsa
- M.SC(IT) from PUNJAB TECHNICAL UNIVERSITY
- UGC cleared session 2012 (Roll Number 73590313)

WORK EXPERIENCE

- 2 years as a librarian in HERITAGE PUBLIC SCHOOL(Bhawanigarh) april 2004 to march 2006
- 6 years as a librarian in OM PARKASH BANSAL MODERN SCHOOL(under RIMT MANAGEMENT) working since April 2006

COMPUTER LITERACY

- Operating Systems : Ms-DOS, Windows 98, XP, 2000 Professional.
- Packages : Ms-Office 2000, XP (Word, Excel, Power Point, Access).
- Internet : Good Knowledge & Experience in Searching & Surfing.

HOBBIES

- Listening soft music, Traveling, Interacting with people & Reading.

PERSONALITY

Ambitious, passion committed & dedicated. I like to take Responsibility.

STRENGTHS

- Self-Regulated
- Excellent Communications Skills and Interpersonal Relations
- Organized, Quick Learner and High Achievement Motivation & Confident.
- Work bound and Result Oriented
- Hardworking against my duties with my full capacity & honesty.

PERSONAL PARTICULARS

Father Name	Sh. khem chand
Date of Birth	21 june 1979
Nationality	Indian
Gender	Female
Marital Status	MARRIED
Language	English, Hindi, Punjabi.

DECLARATION: I hereby declare that all the above information given is true to best of my knowledge & belief

Date ...

Place Nabha

Mamta Kumari