***RESUME***

*Flatno.284-C,NyayKhandI,Indirapuram*

*GhaziabadUtarPradesh,201014*

*ContactNo.9958923534,*

*8368718595*

***SHIVAMPATHAK***

***OBJECTIVE***

*ToservetheCompanytothebestofmyabilitymakingoptimumuseofski****l****sseeking mypersonalgrowth.*

***STRENGHTS***

* *IamCreative,optimistic,Self-motivatesandFriendlyinnature.HardWorking withverygoodstaminaforlongworkinghour*

***WORKINGEXPERIENCE***

* *2monthsworkedwith****WaterMelonManagementServicesPvt.Ltd.****asa****HR***

***Recruiter.***

* Curentlyworkingas****Librarian****in****Aditya WorldCity****(AggarwalAssociates PromotersLtd)since10thJuly2019ti****l****date.*

***ROLES&RESPONSIBILITY***

* ***ManagingtheDayToDayLibraryActivity***
* ***ManageLibraryData&ReportsintheComputer***
* ***AssistReadersinFindingBooksintheLibrary***
* ***MaintainLibraryClean,Safe&Organize***
* ***ManageLibraryInventory,Perform StockChecks,Relocation&Binding***
* ***SendWeeklyReadersReportstotheHeadOffice***

***EDUCATIONALQUALIFICATION***

* ***B.LibraryScience****from****C.C.S.University,Meerut****in2019.*
* *BBA(Banking&Insurance)from****GuruGobindSinghIPUniversity****in(2018).*
* *12thPassedfromDAVPublicSchool,C.B.S.E(2014).*
* *10thPassedfromDAVPublicSchool,C.B.S.E(2012).*

***COMPUTERSKILL***

* ***BasicKnowledgeofComputer(MsOffice)***

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| ***PERSONALDETAILS*** |  |  |
| *Father'sName* |  |  | *: Mr.BishambharNathPathak* |
| *DateofBirth* | *: 22-10-1996* |
| *Nationality* | *:* | *Indian* |
| *Sex* | *:* | *Male* |
| *LanguagesKnown* | *:* | *Hindi,English* |
| *Maritalstatus* | *:* | *Unmaried* |



***(SHIVAMPATHAK)***