

Curriculum Vitae

Vijay Pandurang Yadav
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Career Objective

To start my career in a Educational Institute in the position of Information Officer which will give me the space to grow and enhance my potential while I can contribute to the organization using my current knowledge and qualifications.

Education Details

Degree	Year	Board/ University	Percentage %	Class
UGC – SET	Feb, 2013	Pune University, Pune	73.14%	Distinction
UGC – NET	June, 2012	UGC, New Delhi	65.71%	First
GDC&A	May, 2012	District Deputy Registrar, Kolhapur	66.50 %	First
M. Lib. & Inf. Sci.	October, 2006	Shivaji University, Kolhapur	57.63%	Higher Second
Diploma in Computer Programming (DCP)	April, 2003	Shivaji University, Kolhapur	74.17%	Distinction
B. Lib. & Inf. Sci.	April, 2002	Shivaji University, Kolhapur	68.33%	First (Stood 1st in Merit)
B. Com	April, 2001	Shivaji University, Kolhapur	63.17%	First
XII	March, 1998	Kolhapur Board, Kolhapur	76.17%	Distinction
X	March, 1996	Kolhapur Board, Kolhapur	73.33%	First

Work Experience

- At present working with Shri Swami Vivekanand Shikshan Sanstha, Kolhapur’s RAMKRISHNA PARAMHANSA MAHAVIDYALAYA, Osmanabad as a Librarian from 1st January, 2014 to till date.
- Worked with DKTE Society’s YASHWANTRAO CHAVAN POLYTECHNIC, Ichalkaranji as a Librarian from 1st July, 2012 to 31/12/2013.
- Worked with DKTE Society’s INSTITUTE OF MANAGEMENT, Kalawant Mala, Ichalkaranji as a Librarian from 1st August, 2010 to 30th June, 2012.
- Worked with Magnus School of Business, Kolhapur as a Librarian from 18th July, 2007 to 31st July, 2010.
- Worked with ICFAI National College, Kolhapur as a Librarian from 9th September, 2004 to 20th June, 2007.
- Worked with Shahaji Law College, Kolhapur as a Librarian Assistant for nine months from 1st December, 2003 to 31st August, 2004.

Responsibilities

- ❖ Acquiring Books & Periodicals as per demands of Users.
- ❖ Processing of Books (Accessioning, Classification, Cataloguing)
- ❖ Shelf arrangement
- ❖ Circulation of Books
- ❖ Using of Library Software
- ❖ Providing necessary information to the users
- ❖ Stock Verification

Achievement

Stood First in the merit of Bachelor of Library and Information Science examination in Shivaji University, Kolhapur.

Computer Literacy

1. Completed one year Diploma in Computer Programming (DCP).
2. Completed MS CIT

Personal Information

Date of Birth : 7th March, 1981

Marital Status : Married

Religion : Hindu

Caste : Maratha

Hobbies

Reading, Browsing Internet, Information Search

References

Mrs. Amita Jadhav

Retired Bank Manager & Soft Skill Trainer,
Kolhapur.

Phone: 0231 – 2537060

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Dr. U. V. Arvindekar

Ex Director,
DKTE Society's
Institute of Management,
Ichalkaranji.

Mob: 97624 88242

(Vijay P. Yadav)