

Hina Azeem

03164137410 | azemhina99@gmail.com

Librarian

Cataloging | Classification | Acquisition | Information Commons
| Stocktaking | Shelving |

As A dedicated librarian with over 3 Years of experience , I have developed a strong skill set in cataloging , research , and customer service. My education in Library Science has given me a solid foundation in the principles of librarianship , While my experience working in academic and public libraries has allowed me to hone my skills in information literacy instruction , collection development , and reference services. I am Passionate about promoting literacy and lifelong and I am committed to providing excellent service to library patrons of all ages and backgrounds .

IT SKILLS WITH KNOWLEDGE OF RELEVANT SOFTWARE APPLICATIONS

Including MS Office(Word , Excel and PowerPoint) and KOHA , SLIMS , VIRTUA As well

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|--------------------------------|---------------------------------|------------------------------------|
| ▪ Information Literacy | ▪ Cataloging and classification | ▪ Research Skills |
| ▪ Customer Services | ▪ Communication Skills | ▪ Technology Skills |
| ▪ Flexibility and Adaptability | ▪ Attention to Details | ▪ Organization and time management |

Professional Skills

Forman Christian College University , Lahore

Intern (Librarian)

- **Managing the library's collection** of books , Periodicals and other materials.
- **Assisting Students and faculty** with research and reference inquiries, and overseeing the library's day-to-day operations
- **Maintain Library's Physical Space** , ensuring that the library was clean , organized and welcoming to all who entered .
- **Collaborate with the faculty members** to develop their research skills and become more effective users of library resources.
- **Develop strong organizational** , research and communication skills as well as a deep appreciation for the role that libraries play in supporting education and lifelong learning.

Hajvery University , Lhr
Librarian

- **Completed all given task** Including organizing Library building library software and keep the record of the collection
- **Helping Faculty members** to Find books and fulfill there needs
- **Skillfully maintained** a database of bibliographical record as well as students so that keeping the record of check-in and check-out.
- **Manage library** and its collection, Including books , periodicals etc

Education

Master of Information Management | University Of the Punjab, Lahore , 2019-2022

B.A,University of the Punjab, Lahore 2018-2021

