

## Curriculum Vitae

**Name** : Mohit Verma

**Designation** : Library Attendant

**Department** : Library

**Qualification** :

- B.Com.
- Diploma in Library Science
- Diploma in Web Designing
- Diploma in Computer Operator Programming Assistance from ITI
- Certificate in Computer hardware and assembly from Centre for Information and Technology
- Certificate in Network Management from Centre for Information and Technology
- Completed French A1 level course from Alliance Française de Delhi



### Key Responsibilities:

- Maintaining Bills of newspapers & magazines
- Record of questions papers & syllabus
- Books processing- (Barcode, label printing)
- Maintain IT related work in Library
- Perform other duties assigned time to time by the librarian