J. NITHYA

Coimbatore-641022 9944299288
Date of birth: 14/04/1990 nithiya2win@gmail.com
Nationality: Indian
Marital status: Married

Summary

Hardworking Librarian offers skills in administrative and computer support. Helps keep library running well by proactively helping patrons and solving problems, always ready to support staff with any need.

Experience

Librarian, 06/2023 – Current

Amrita Vidyalayam CBSE School - Coimbatore
- Organised library equipment and collections to manage wear and tear, retaining functionality.
- Conducted literature searches using various databases, helping students and researchers locate necessary materials efficiently.
- Developed and implemented children's reading programmes, fostering a love of reading and promoting literacy among young patrons.

Library Assistant, 09/2022 - 05/2023
Sri Ramakrishna Engineering College - Coimbatore
- Greeted Patrons upon Entrance to library and offered assistance with needs and issues
- Maintained accurate library records for inventory of periodicals and books
- Maintained well-rounded knowledge of automated library systems and reference data to share with patrons and visitors
- Inspected returned books for conditions and due-date status and computed fines.

Assistant Manager, 01/2012 - 01/2020
Muthoot Finance - Coimbatore
- Handling Overall Banking operation
- Resolving customer's and complaints
- Guiding of new employees in defining the work environment.

Math Teacher, 01/2010 - 01/2012
Mithra Tution Centre - Coimbatore
- Provide academic support to 10th-grade students in subjects such as mathematics

Education

2025 Bharathidasan University - Coimbatore
- **Master of Science** - M.Lib.I.Sc

2023 Alagappa University - Coimbatore
- **Bachelor of Science** - B.Lib.I.Sc

2010 K.G. College of Arts and Science - Coimbatore
- **Bachelor of Science** – MATHEMATICS

Languages

- **English**
- **Tamil**

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