

JAYASUDHA NAGARAJAN

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About Me

A skilled professional with an M.Sc. in IT and a BLIS, passionate about information management and technology. Experienced in library database management, and information retrieval. Looking to apply my expertise in IT and library science to enhance information services.

Key Skills

- Technical Skills
- Database Management
- Work Ethic
- Problem Solving
- Organization

Technical Skills

- **Operating System** :
  Windows 10, Windows 11 pro
- **Programming Language** :
  Python,C,C++,Asp.Net,Vb,Java.
- **Office Package :**
  MS-office
- **Web Language :**
  HTML

languages

English

Tamil

Malayalam

Experience

The NGP School **2023 - 2025**

Library Incharge - Coimbatore

Maintain and update library collections, ensuring accurate cataloging and organization of physical and digital materials. Plan and execute educational programs and events for all age groups, including workshops, reading clubs, and literacy initiatives. Supervise library assistants and volunteers, providing guidance and training on library processes and customer service.

SCM Pvt Ltd **2019 - 2022**

EDP - Cochin

Managed follow-up emails and correspondence to ensure smooth communication. Updated and maintained staff data with accuracy and efficiency. Assisted in electronic data processing tasks to support business operations.

Reliance BPO **2016**

Back Office - Chennai

While back-office employees are not customer-facing, they may assist in handling customer queries indirectly by managing internal processes. Preparing reports, updating CRM systems, or troubleshooting issues to support front-line customer service agents.

Education

Bachelor Of Library And Information Science **2023 - 2024**

Indra Gandhi National Open University

MSc IT **2014 - 2016**

EMG Yadava Women's College, Madurai.

BSc IT **2008 - 2011**

RamaPrabha College of Arts&Science, Dindigul.

HSC **2007**

Angingu Hr Sec School ,Dindigul.