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CURRICULUM VITAE

Zia-ur-Rehman

Objective	<p>To join a professional dynamic team of goal oriented people and achieve excellence in my career through constant struggle.</p> <p>To effectively and efficiently use my abilities towards personal and organizational growth and become an important part of the organization.</p>		
Profile	<p>Successfully completed Masters in Library and Information Science (MLIS) from the University of the Punjab, Lahore, having creative thinking and ability to motivate myself and team members to achieve the overall organizational goals and assigned tasks.</p>		
Education	Master in Library and Information Science	2004	Department of Library and Information Science, University of the Punjab, Lahore
	B. Com.	2001	Hailey College of Commerce, University of the Punjab, Lahore
Professional and Technical Skills	<ul style="list-style-type: none"> • Good awareness of Library Automation and Library Automation Software • Hands-on experience of classification using EDDC • Good command on MS Word, Excel, Power Point and searching and browsing the Internet • Have ability to plan and strive for achieving the organizational goals and objectives 		
Personal Skills and Characteristics	<ul style="list-style-type: none"> • Positive attitude • Ability to motivate myself and team members to achieve the overall organizational goals and assigned tasks • Take positive criticism well • Caring about my colleagues • Trustworthy 		
Interpersonal Skills	<ul style="list-style-type: none"> • Good written communication skills • Reasonable verbal communication skills • Strong partnering skills with library users • Listening/probing skills help users clarify needs 		
Drive	<ul style="list-style-type: none"> • Mission oriented • Goal driven • Love the work • Always ready to serve • Take care of time 		
Experience	<p>Working as a Librarian in the Department of Economics, University of the Punjab, since 10th February 2010.</p>		