CURRICULUM VITAE

SHAHBAZ SARDAR

Librarian, Institute of Islamic Studies, University of the Punjab, (New Campus) Lahore.
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QUALIFICATION

- **M.Phil in Library & Information Science in 2019**
  Department of Library and Information Science, Minhaj University, Lahore.
- **Master in Library & Information Science in 2007**
  Department of Library and Information Science, University of the Punjab, Lahore.
- **B.A. (Bachelor of Arts) in 2005**
  University of the Punjab, Lahore.
- **F.A. (Humanities) in 2003**
  Board of Intermediate and Secondary Education, Lahore.
- **Higher School Certificate (Matriculation) in 2001**
  Board of Intermediate and Secondary Education, Lahore.

JOB EXPERIENCE

- **LIBRARIAN**
  Currently Working as a Professional Librarian, in the Library, Institute of Islamic Studies, University of the Punjab, Lahore. From 10-9-2009 to date…….

- **SENIOR KEY PUNCH OPERATOR (SR. K.P.O)**
  Worked as Sr. K.P.O in the Institute of Islamic Studies, University of the Punjab, Lahore. From 31-12-2008 to 09-9-2009.
  Responsibilities:
  P.A to Chairman Department of Islamic Studies

- **URDU TYPIST (COMPUTER OPERATOR)**
  Worked as Urdu Typist in the Institute of Islamic Studies, University of the Punjab, Lahore. From 23-09-2004 to 30-12-2008.
  Responsibilities:
  Work with Chairman of the Department
  Urdu Composing
  English Composing
  Work in administrative office of the Department.

- **JUNIOR CLERK (COMPUTER OPERATOR)**
  Worked as Junior Clerk in Department of Islamic Studies, University of the Punjab, Lahore. From 01-09-2003 to 22-09-2004.
  Responsibilities:
  Office routine work like English / Urdu letter drafting, composing.

CERTIFICATIONS

- **APPRECIATION CERTIFICATE**
  Contribute as Volunteer to organize Punjab University Book Fair-2024 in Punjab University, 07-09 March, 2024.

- **PERFORMANCE CERTIFICATE**
  To organize annual Sports Gala, work as "Joint Secretary of Sports Committee", Department of Library & Information Science, University of the Punjab, Lahore, 2007.

- **PERFORMANCE CERTIFICATE**
  Participation in annual Sports Gala as cricket player, Department of Library & Information Science, University of the Punjab, Lahore, 2007.

- **INTERNSHIP CERTIFICATE**
  Successfully completed Two Months internship training program in Punjab University Library, University of the Punjab, Lahore on dated June 11, 2007.

- **COMPUTER CERTIFICATE**
  Successfully completed Three Months Computer Certificate program with B+ grade, from Department of Mathematics, University of the Punjab, Lahore. Dated June 13, 2005 to August 22, 2005.

CONFERENCES

- Attend the International Conference on "Information Management & Libraries (ICIML)" Organized by Department of Information Management, University of the Punjab. 10-13 November, 2015.
- Attend the 2ND International Conference on Information Management & Libraries, "Leading for Transformation: Preparing Reflective Information & Library Professionals" Organized by Department of Information Management, University of the Punjab. 10-12 October, 2018.

PROFESSIONAL TRAINING PROGRAMME

- **"IMPROVING the VISIBILITY of LIBRARY by Using E-RESOURCES"** jointly organized by: PULO & PUL, University of the Punjab. March 21, 2023.
- **"EndNote ® X9"** jointly organized by: PULO & PUL, University of the Punjab. November 16, 2022.
- How to become an **"Internet Search Specialist"** jointly organized by: PULO & PUL, University of the Punjab. August 24, 2022.
- **"MENDELEY: Reference Management Software"** jointly organized by: PULO & PUL, University of the Punjab. December 09, 2021.
- **"Multilingual Library & Information Management System (MLIMS Ver 2.0)"** Organized by: Punjab University Library, University of the Punjab. January 19-21, 2016.
- Indigenous on- **"Campus Training Program for Management Team"** Organized by: University of the Punjab in collaboration with Higher Education Commission (HEC) at: IAS, University of the Punjab, Lahore. August 27 to 29, 2015.
- **"Information Technology Skills and Professional Ethics"** organized by: Management and Professional Development Department (MPDD) Govt. of the Punjab. From 02-06-2014 to 06-06-2014.
- **"Turnitin Anti-Plagiarism Software"** Organized by: Punjab University Library, University of the Punjab, Lahore. March 31, 2011.

STAFF TRAINING PROGRAMME

Stood 1ˢᵗ with A+ grade in PU staff training program, contents was included *Computer Basics, Office Automation, Web Networking* and *Computer Maintenance,* organized by I.T. Centre, University of the Punjab, Lahore. from July 2005 to September 2005.

WORKSHOPS

- Pre-Conference Workshop on: "***Strategic Planning for Future Libraries and Information Centre***" Organized by Department of Information Management, University of the Punjab, Lahore. November 10, 2015.
- Workshop on: "***Emerging Challenges for Information Professionals in the Punjab University and Strategies to meet them***" Organized by Department of Library & Information Science, University of the Punjab, Lahore. Sponsor: IBA, University of the Punjab, Lahore. May 15, 2014.
- HEC Workshop on: "***Developing Master Trainers for HEC-National Digital Library***" Department of Library & Information Science, University of the Punjab, Lahore. April 4-5, 2012.
- Workshop on: "***Digital Assets Management***" Department of Library & Information Science, University of the Punjab, Lahore. January 18, 2012.
- *An Interactive Workshop "**Developing Academic Librarians as Knowledge workers**" organized by Department of Library & Information Science, University of the Punjab, Lahore. July 26-28, 2011.*

SEMINARS

- One Day Seminar on "PASTIC KOHA CLOUD, DIGITAL REPOSITORY & PAKCAT" organized by HCC / PUL / PASTIC, Tuesday, February 09, 2021
- World Book and Copyright Day Seminar on: "*My Books, My Self and My Personality*" Organized by Department of Information Management & Punjab University Library, Lahore. April 22, 2016.

TYPING SPEED

- English   50-55 words per mint
- Urdu   40-50 words per mint

PERSONAL INFORMATION

Father Name: Sardar Ahmad
Date of Birth: 23-04-1985
Nationality: Pakistani
Religion: Islam
Home Address: St.# 4, H.# 3, Sitara Colony # 2, Chungi Amer Sidhu LAHORE.