

From:

Mr.Bhojaraju. G.,

C/o S.K.Salvi,

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RE: Opportunity within your organization

To whom it may concern:

Dear Sir / Madam,

I am very much interested to discuss possible opportunities within your organization. I think my background and experiences enable me to quickly adapt and help any Institute/corporation. My resume is enclosed for your review.

Of particular note for you and the members of your team as you consider my skills are my strong accomplishments in combining your objectives with technical savvy to achieve improved operating efficiency internally and improved informative service flow for the institution as a whole. Additionally, my accomplishments have been achieved by improving information flow within Library and Information services, and improving cooperation between management and staff. After five years, I have a thorough understanding of every aspect of Library and Information Services. My current employer is very happy with my performance, but I view myself as somewhat of a troubleshooter, and most of the reorganizations initiated here have already come to fruition, so I am eager to consider new challenges.

If you are seeking a talented individual who stays abreast of his field, who understands technology, who earns 100% staff support, and who is as career-committed as it takes to achieve total success, then please consider my application. I would be happy to have a preliminary discussion with you or members of your team to see if we can establish a mutual interest.

Thank you for your attention to these materials. I certainly look forward to exploring this further.

Place :

Most Truly Yours

Date :



(BHOJARAJU.G)

Enclosure

CURRICULUM VITAE

Bhojaraju.G.

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2nd Rabodi, Thane (W) – 400 601. India.

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CAREER OBJECTIVE

To excel in the field of **Library and Information Centre in an IT environment** and to obtain the zenith of my career through the Knowledge & Skills for the excellence of the organization & my own development.

EDUCATIONAL QUALIFICATIONS

- 1994 – 1997 : **B.Sc.(CBZ)**, J.S.S.College, Dharwar,
First Class with Distinction
- 1997 – 1999 : **M.L.I.Sc.** (Master of Library and Information Science) [Karnatak University](#),
Dharwar,
First Class with II Rank, & ‘Dr.S.R. Ranganathan’ Gold Medal.
- 2001 – 2002 : **PGDLAN** (Post Graduate Diploma in Library Automation & Networking)
[University of Hyderabad](#), Hyderabad,
First Class
- 2001 – : **PGDCA** (Post Graduate Diploma in Computer Applications) Pursuing
Madurai Kamaraj University, Madurai.

TECHNICAL QUALIFICATIONS

- 1998 : **D.C.A.**, Diploma in Computer Applications, C.A.T.S.E, Dharwar,
Computer Fundamentals, Operating Systems, MS-Office Package
A-Grade
- 2000 : Certified Professional Course in Oracle / Visual Basic : SSI, Vashi, Navi Mumbai.

PROFESSIONAL EXPERIENCE

- Sep 21, 2002 - Working as **Library-cum-Information officer** in [Indian Rubber Manufacturer’s Research Association \(IRMRA\)](#), Thane, Mumbai.
till date.
- Aug 23, 2000 - Worked as “Librarian” in Fr.C.Rodrigues Institute of Technology (Fr.Agnel’s),
Sep 20, 2002 Vashi, Navi Mumbai

March 1, 2000 - Worked as “Librarian & Documentation Officer” in [ICSI-Centre for Corporate Research & Training \(ICSI - CCRT\)](#), CBD Belapur, Navi Mumbai.
Aug 22, 2000

Nov 2, 1999 - Worked as “Library Intern” in [British Council Library](#), British Deputy High Commission, Mumbai.
Feb 29, 2000

MAJOR PROJECTS UNDERTAKEN

Dissertation Projects

Sr. No.	Project Title	Course	Status
1	Mars Pathfinder: An Annotated Bibliography ; 1998	M.L.I.Sc (Previous)	Completed
2	Obsolescence of literature in the field of Chemistry : 1999	M.L.I.Sc (Final)	Completed

Professional Projects

Sr. No.	Project Title	Agency	Status
1	“A study on The Global Competitiveness of Indian Rubber Industry : Non-Tyre Sector”	Dept. of Industrial Policies & Promotions, Govt. of India	Completed
2.	Development of IRMRA Website		Final Stage

TEACHING EXPERIENCE

Actively Participated in Fr.Agnel College and IRMRA monthly training programmes for Rubber Industry on topics related to Orientation to Library and Information Services and guided various industries participants across the country.

AREAS OF INTEREST

1. Information Technology and Libraries
2. Library Administration
3. Library Automation and Networking
4. Digitization of Libraries
5. Multimedia
6. Web Designing
7. Consortia of Libraries (Networking)
8. Database Management / Storage / Retrieval
9. Marketing of Library and Information Services
10. Information Management
11. Abstracting / Indexing / Documentation Services

PUBLICATIONS / SEMINARS / PRESENTATIONS

A. CONTRIBUTION TO INDIAN JOURNALS/ CONFERENCES

National :

1. Bhojaraju.G, *Automation of A.T.E.C Central Library: A Case Study*, Proceedings of DRTC Workshop, Bangalore, 2002.
2. Bhojaraju.G and Dr.Muttayya Koganurmamath, *Database System: A case study of A.T.E.C Central Library*, Proceedings of 5th National MANLIBNET Convention, XLRI, Jamshedpur. March 6 - 8, 2003
3. Bhojaraju.G and Dr.Muttayya Koganurmamath, *Intranet for Library Services*, Proceedings of 21st SIS Conference, Roorkee.2003.
4. Bhojaraju.G, Putturaj.C and Kotresh Agadi, *Information Resources Management under Industry-Institute Partnership: A study on IRMRA-TSR-PIIT Library*, Proceedings of BOSLA Seminar, TISS, Nov. 8, 2003, Mumbai.
5. Bhojaraju.G, *Database Management: Concepts and Design*, Proceedings of 24th IASLIC–SIG-2003, Survey of India, Dehradun, Dec. 15-18, 2003.
6. Bhojaraju.G, *Web-based Services: A Study*, Proceedings of 22nd SIS Conference, 2004.
7. Bhojaraju.G, *Intranets: A new dimension for Library Services*, DESIDOC Bulletin of Information Technology, Vol. 24, No.1, Jan. 2004, pp. 9-15.

International :

1. Bhojaraju.G, Dr.M.S.Banerji and Dr.Muttayya Koganurmamath, *Information Storage and Retrieval: A Case Study*, Proceedings of International Conference on Digital Libraries (ICDL – 2004), New Delhi, Feb 24-27, 2004.

Unpublished Work

1. *Mars Pathfinder: An Annotated Bibliography* : M.L.I.Sc., Project Work, 1998
2. *Obsolescence of literature in the field of Chemistry* : M.L.I.Sc., Dissertation, 1999.
3. Lecture notes on *Orientation to Library and Information Services*

B. SEMINAR/CONFERENCE/WORKSHOP ATTENDED :

- Conference on Corporate Sector Research 2000 on May 12, 2000 at World Trade Centre, organised by [ICSI-CCRT](#), Mumbai.
- Training Course on Rubber Technology from Dec. 9 - 12, 2002 conducted by [IRMRA](#), Thane.
- Seminar on “Technology and Change Management for Libraries” on Sept. 24, 2002 jointly organized by IASLIC, BOSLA and The British Council, Mumbai.
- Seminar on “E-Journals & Publisher-Library Partnership” organised by [Informatics \(India\) Ltd](#), Nov. 7, 2003, Mumbai.
- [STN](#) seminar on "Searching scientific and patent information on STN" in National Centre for Software Technology, Mumbai on July 1, 2003

ACHIEVEMENTS

- Qualified Maharashtra State Eligibility Test (M.S.E.T) for lecturership in 2001.
- Recipient of **National Merit Scholarship** twice in year 1998 & 1999 while studying MLISc.
- Secured **Second Rank & 'Dr.S.R.Ranganathan' Gold Medal** during M.L.I.Sc
- Set-up of three libraries from the scratch.
- Automation of Fr.Agnel's Central Library System.
- Bar-Coding of Fr.Agnel's Central Library System.
- Electronic Information Services at IRMRA Library
- Documentation Services : CAS, SDI, Newspaper Clipping Services, Online News Update
- Organised and arranged documents of new Library for AICTE inspection at [G.M.Institute of Technology \(GMIT\)](#), Davanagere.

MEMBERSHIP

Life Member of the following Library Associations :

1. [Indian Library Association \(ILA\)](#), New Delhi.
2. [Indian Association of Special Libraries and Information Centres \(IASLIC\)](#), Kolkata.
3. [Bombay Science Libraries Association \(BOSLA\)](#) Mumbai.
4. [Society for Information Science \(SIS\)](#), New Delhi.
5. [ALISP - Association of Library & Information Science Professionals](#) (Online)

EXTRA CURRICULAR ACTIVITIES

- Worked as Science Secretary in B.Sc.
- Worked as KULISA President in M.L.I.Sc.
- Actively Participated in N.S.S. and received N.S.S Certificate
- Participated & won prizes in college / university level sports and games.

ABOUT MYSELF

A flexible person who believes in setting high standards of performance for himself / organisation and who has been effective both as an individual and as a team. I'll also call myself as a very balanced person - one who has been able to harmonize his personal and professional life.

PERSONAL STRENGTHS

- Good academic record and analytical ability
- Skills in the intricacies of IT applications to Library & Information Centre.
- Dedication, sincerity, innovation, teamwork capability, leadership qualities
- Determination to unravel the secrets of that, which captures my interest

PERSONAL PROFILE

Date of Birth : May 25, 1975
Marital Status : Single
Nationality : Indian
Sex : Male
Passport details : A 8727875 : Issued from Bangalore, India
Languages Known : English, Hindi & Kannada

JOB PROFILE

A. LIBRARY ROUTINES :

- Library House-keeping : Acquisition, Cataloguing, Classification, Processing & Circulation
- Maintenance : Stock-Taking and Verification
- Documentation work : Indexing, Abstracting, Newspaper Clipping,
- Database Management and Searching : CDS/ISIS, LIBSYS, FoxPro, MYSQL/PHP & OPAC –
- Database Administration : Maintenance of databases & modules, Database Back-up
- Customer Service :
 - User Orientation for new members.
 - Children library maintenance and service.
 - Internet Orientation Programme.
 - Multimedia, Internet Surfing, Video-Screening service.
 - Renewal of documents through Phone / E-mail.
 - Handling all type of enquiries.
 - Maintenance of current information resources for smooth handling inquiries.
- Reference Service : Handling all types of Reference Queries
- CD-ROM Search : Book Bank, Book-Wise, LISA, BIS Standards
- Internet Operation : Navigation through Search Engines
 - General (Yahoo, Google, Altavista, Excite & Lycos), Meta Search (Vivisimo, Bighub).
- Supervision : Over the library assistants / other supporting staff
- Languages / GUI Known : Visual Basic 6.0
- DBMS : Oracle 8, MYSQL

B. SPECIAL LIBRARY & INFORMATION SERVICES :

- Current Awareness Service
 - New Arrivals Alert Service
 - Circulation of Journal's latest issues
 - Information Alert Service (through intranet or e-mail)
 - Articles'-Alert
 - News Update (Online Newspapers Scanning)
 - Conference Alert
- SDI Service
- Contents-Alert Service
- Online Information Services

- Reference Service
- Referral Service
- Marketing Service (on web)
- CD-ROM Services (BIS Standards and other database)
- Reprography
- Library Orientation
- E-journals downloading (RCT)
- Updation of Standards

C. SUPPORTING DUTIES :

- Training Co-ordination
- Business Development : Marketing of IRMRA activities on Internet & thro' Internet
- Computer / IT Section
 - Website Development
 - Testing Module Development
 - SAVIOR : Attendance Recorder
- IRMRA Publications : Newsletters, etc.
- Miscellaneous : Project Work

HOBBIES/INTERESTS

Reading, Internet Surfing, Music, Playing Carom, Cricket, Badminton, Philately, Numismatics, Gardening & Computers.

REFERENCES

1. **Dr.C.R.Karisiddappa, ILA President**, Professor & H.O.D, Dept. of Library and Information Science, [Karnatak University](#), Dharwad-580 003. Karnataka. E-mail : karisiddappa@yahoo.com
2. **Dr.S.L.Sangam**, Professor, Dept. of Library and Information Science, [Karnatak University](#), Dharwad-580003. Karnataka. Ph: (0836) 747 121 Ext: 260 E-mail : slsangam@yahoo.com
3. **Dr.M.M.Koganurmath**, University Librarian, [Tata Institute of Social Sciences](#), Sion-Trombay Road, Deonar, Mumbai – 400088. Ph : 022-25563289 E-mail : muttayya@bom3.vsnl.net.in

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