**HARLEAN KAUR**

* P-29 Naveen Shahdara, East Delhi,
* Pin code -110032

 +91 8130634390

 Harlean789@Gmail.com

**OBJECTIVE**

Dedicated and detail-oriented individual seeking a cashier position to apply strong interpersonal skills and a commitment to providing excellent customer service in a fast-paced environment.

**SKILLS**

**Soft Skills**

* Problem-Solving
* Analytical Thinking
* Effective Communication
* Teamwork and Collaboration

**Language Skills**

* English
* Hindi

**Technical Skills**

* **Programming Languages and web development**

Java, Python, HTML, PHP, Bootstrap

* **Database Management**

Oracle, MYSQL, SQL

* **Operating system & Networking**

**Basic Networking Concepts, Network Security, TCP/IP Protocols**

* **Information Organization and Management**
* Knowledge of Cataloguing standards (e.g., American Cataloguing Rules 2 (AACR2),classified Cataloguing code (CCC)).
* Knowledge of Classificationstandards(e.g., Dewey Decimal System, Colon Classification System)
* Knowledge of Software such as (KOHA andOPAC).
* Knowledge of repository software such as DSpace.
* **Proficiency in using Microsoft Office software**

Microsoft Word, Microsoft Excel, Microsoft PowerPoint

* **Customer Service, Cash Handling, POS Systems**

**EXPERIENCE& INTERNSHIP**

* **TECHACCESSLEARNINGPVTLTD**

On The Technology: “Python with Machine Learning”

Year:12thApril2021 to 23rdJune2021

* **DELHI PUBLIC LIBRARY**

Practical Training in all sections of the Library.

Year: 18th March 2024 to 17th April 2024

* **DOABA BROTHERS**

Data Operating Assistant

Year: 18th June 2022 to 30th October 2024

**EDUCATION**

* **BACHELOR OF COMPUTER APPLICATIONS**

Guru Gobind Singh Indraprastha University

Sri Guru Tegh Bahadur Institute of Management and Information Technology

Year: 2019 to 2022

Percentage: 76.3% First Division

* **BACHELOR IN LIBRARY AND INFORMATION SCIENCE**

Delhi Skill and Entrepreneurship University Vivek Vihar Campus

Year: 2023 to 2024

**CERTIFICATION**

* **ADVANCED DIPLOMA IN SOFTWARE ENGINEERING**

Year: 2022 to 2023

Certified by: MIIT, Delhi

* **BASIC OF KOHA SOFWARE**

Year: 14-15 December 2023

Certified by: CSIR-NIScPR, New Delhi