Curriculum Vitae



Mr. Sandeep D. Walunj
B.A, M.Lib. & I.Sc., SET
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Carrier Objective:

To be associated with a firm that provides an opportunity to grow by acquiring new skills and thus contribute towards the development of the firm and myself.

Strengths:

- Determination to work hard and succeed.
- Good interpersonal and communication skills.
- Quick learner.

Educational Qualifications:

Sr. No.	Qualification	University/ Institution	Year of Passing	Class	Percentage
1.	SET	Savitribai Phule Pune University, Pune	2020	Qualified	Qualified
2.	M. Lib. I. Sc.	Savitribai Phule Pune University, Pune	2013	First Class	62.87%
3.	B. Lib. I. Sc.	Savitribai Phule Pune University, Pune	2012	First Class	61.30%
4.	B.A.	HRSPMS ACS College, Dehane, Pune	2010	Distinction	71.75%
5.	H.S.C.	Pune Board	2005	Second Class	49.00%
6.	S.S.C.	Pune Board	2003	First Class	66.53%

Research Contribution (Published & Unpublished Research Paper):

1. *Information Resources and Services in Engineering and Management Institutes: A Study* @ ***International Journal of Advance and Applied Research*** (**IJAAR**) Vol.10 Issue 1, September – October 2022 (Bi-Monthly) ISSN -2347-7075 (Online) Impact Factor - 7.328
2. Completed Dissertation on the topic *Information Needs of Students of DES's Navalmal Firodiya Law College: A Study,* **Unpublished** Dissertation, Abasaheb Garware College, Pune under the guidance of Mrs. Sujata Pawar **during M.Lib & I.Sc (2012-2013).**

Work Experience: Total 11 Year

1. Designation : **Librarian**
   College Name : CCRD's Dilight Institute of Farmacy
   Bhorwadi, Manchar, Tal- Ambegaon, Dist- Pune 412405
   Duration : 01 July 2026 to Till Date.

2. Designation : **Librarian**
   College Name : IVM's Yashoda Mahadev Kakade College of Engineering
   Talegaon Dabhade, Pune 410507
   Duration : 01 July 2025 to 30 June 2026.

3. Designation : **Librarian**
   College Name : Dr. D. Y. Patil College of Education (B.Ed / M.Ed.)
   Sant Tukaram Nagar, Pimpri, Pune-411018
   Duration : 02 July 2023 to 30 June 2025. (2 Year)

4. Designation : **Librarian**
   College Name : HRSPM's Arts, Commerce and Science College,
   Dehane, Pune - 412402
   Duration : 01 July 2020 to 30 June2023. (3 Year)

5. Designation : **Asst. Librarian**
   College Name : Progressive Education Society's
   Modern Institute of Business Management Shivajinagar, Pune
   Duration : 01 July 2018 to 30 June 2020. (2 Year)

6. Designation : **Asst. Librarian**
   College Name : Rayat Shikshan Sanstha's Annasaheb Awate College,
   Manchar, Pune
   Duration : 02 Sep 2013 to 31 Dec 2018. (4 Year 4s Month)

Teaching Experience:

Lecturer of Library and Information Science at Yashwantrao Chavhan Open University Nashik, Center- Mahatma Phule Mahavidyalay, Pimpri, Pune-17
Duration: 01 Dec. 2022 to 30 June 2023.)

Computer Literacy:

- MSCIT: 94%
- Operating System: Windows 2007, Microsoft Office, Internet, CD-ROM Searching.

Library Management Software:

- MKCL Libraria, SLIM21, Smarts School MIS, Dspace, Koha, ERP.

User Service:

User / Internet Orientation programme for new members, handling all types of enquires, Alerts like newsletter & Advanced Technologies.

Attended Workshops / Conferences:

- Attended the *RUSA* Sponsored One Day National Conference on"*PRACTICAL LIBRARIANSHIP AND QUALITY ENHANCEMENT*" (*PLQE-2022*) in Association with Shivaji University Librarian's Association (SUCLA) @ Rayat Shikshan Sanstha's Sadguru Gadage Maharaj College, Karad, on 10th October 2022.
- Attended the online "College Librarians Meet" @ Jaykar Knowledge Resource Centre (Formerly Jaykar Library) Savitribai Phule Pune University, on 28th September 2021.
- Attended one day state level workshop form "NAAC- Library Documents Management" on 14th September 2021. @ "Shivaji University College Librarian Association" (SUCLA) Sangli, Satara & Kolhapur.
- Attended one day national webinar session on DELNET Networked Resources & Services: "Discovery Portal & Knowledge Gainer Portal" on 6th October 2020. @ DELNET - Developing Library Network, New Delhi.
- Attended Regional workshop on "Strategies for Transforming Libraries Growing Trends of Technologies" @ DELNET- Developing Library Network, New Delhi in Collaboration with YES's International Institute of Management Science (IIMS), Pune on 2nd February 2019.
- Attended two day's Workshop on "ACCREDITATION" @ PES Modern Institute of Business Management. On 20th & 21st December 2018.
- Attended three days' workshop on "Enhancing the reading habits among the undergraduate Students" held on 21st, 22nd, & 23rd August 2013. @ M.E.S. Abasaheb Garware College, Pune.
- Attended two days National Seminar on "Challenges and Opportunities of Library and Information Science in Digital Era" on 29th & 30th December 2010. @ National Institute of Virology (NIV) Pune, Gokhale Institute of Politics and Economics (GIPE) Pune.

Job Responsibilities:

- Manage vendor development, document procurement and payment processes.
- Management and Development of electronic resources and the Digital Library
- Update Information current ICT tools and applying.
- Maintain inventories, compile statistics, and generate reports as required.
- Develop and maintain the collection management related policies.
- Ensure an accurate inventory of resources.
- Acquisition, Cataloguing and classification of books and non-books material
- Maintaining and updating the Accession Register/ databases/ library software wit
- new arrivals of books, magazine, journal and e-resources.
- Shelved and organized library materials
- Returning library resources using the correct procedures and systems
- Performed regular cataloguing of new acquisitions, maintaining accurate data and building a strong knowledge base of the library's materials.
- Subscribe and renewal magazine and journals
- News cutting
- Managing all types library database
- Preparing the committee reports (NAAC)
- Management and Development of ICT Application

Reference:

1. Dr. Shelar Vandana, Librarian, MES Garware College, Pune Mb.No.9850133614

2. Dr. Jagtap Vijaykumar, Deputy Directore, Mumbai, Directorate of Libraries, Maharashtra Mb.No.9923719044

3. Mr. Memane S.M.,Librarian RSS Annasaheb Awate Collge, Manchar Mb.No.9922084810

Personal Details:

Name	: Walunj Sandeep Dhondibhau
Date of Birth	: 04 Nov 1987
Gender	: Male
Marital Status	: Married
Address	: At/ Post- Avhat, Tal. Khed, Dist. Pune 412402
Nationality	: Indian
Cast	: Hindu Maratha (Open)
Languages Known	: English, Hindi and Marathi
Hobbies	: Traveling, Reading & Internet Surfing.

Declaration:

With due respect to the Institute policies I, Sandeep D. Walunj hope that you will allow me to Prove my skills for your esteemed organization, if given a chance I will deliver more than is expected from me. I am looking forward to work for a professional organization.

I am more than sure that I will be a valuable asset to your organization 'coz I also Believes that Work is Worship

Yours Truly,

Place: Khed (Rajgurunagar)
Date:

(Sandeep Dhondibhau Walunj)
MB-9420034682 or 9021872109