

**Hisham Ahmed Hussien Gamal**

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**Dear / Head of Human Resources Dept.**

I would like to mention and clarify my skills in my working as a librarian at all my previous experiences. It's comprehensive automated library systems procedures which contains manage all the electronics services such as quire all the Audio-Visual Materials in the library and how we can navigate in the universal databases for all humanities fields such as IEEE for Engineering Science, ERIC for Educational Science and E Journal for periodicals in all fields.

The main task for my position as a librarian is publishing the library cultural in all member of campus through the advanced services such as Selective Dissemination Information (SDI) and Current Awareness. In addition, organizing the cultural competition for all users and teaching the advanced courses for Using Library Sources and Good Search which supported the curriculum. Finally, I established Al Rowad International School library catalogue at the rate of 2400 the record in about 20 days.

Finally, currently I'm working at Kingdom University as a librarian in reference services section for about three years ago. My tasks comprehensive Information Literacy Session for students and staff. In addition to, prepare library activities reports and requests for Higher Education Council (HEC), contact with publisher which related to new issues of books and journals and technical services such as inventory and correct serial numbers, programing the books.

Please contact me at your earliest convenience to further discuss how my work history and personality as a librarian role.

Thank you for your time and consideration.

Sincerely,

**Hisham Ahmed Hussien Gamal**