



ZAHID MEHMOOD

Librarian

Male | 3rd June, 1983 | Pakistan

Enthusiastic Librarian with 11 years of experience enhancing community access to literature and resources. Eager to support the Ministry of defense Library in developing engaging outreach programs and improving literacy levels.

Contact

+92-3136355578

aries.7817@gmail.com

Skills

Knowledge of Circulation
Proce

Collection Development

Staff training and
Development

Maintain Records

Microsoft Office

Customer Service

Leadership Skills

Office Management

Languages

English

Intermediate - 02



Professional Experience

Librarian

Ministry of defense Pakistan

Jul 2012 - Present

- Researched, planned, and set up attractive and informative library exhibits.
- Assisted library patrons with resolving computer problems.
- Managed reserve desk collection of reference materials.
- Drove expansion of library collections and programs in response to student and faculty needs and special requests.
- Developed policies and procedures for library patrons for optimal satisfaction.
- Trained and supervised library staff, volunteers and other personnel.
- Collaborated with teachers and school administrators to develop library resources for students.
- Instructed students on research techniques and use of online resources.
- Maintained library databases to support accuracy and availability in circulation systems.
- Supported digital library collections containing e-books, audiobooks and digital media.

Educational History

Bachelor Degree of Library and Information Science

Allama Iqbal Open University Islamabad Pakistan

Aug 2008 - Sep 2009 | Distance

Certifications

Library Management and Infrastructure



Sep 2023