

## Imran Ali Khokhar

**Address:** SUECH Society Jamshoro, Sindh, Pakistan.

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### OBJECTIVE:

To secure a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

### EDUCATION:

- ✓ **MLIS (Master of Library Information Science)**, from University of Sindh. **2016**
- ✓ **PGD (Post Graduate Diploma)**, from University of Sindh. **2015**
- ✓ **BS Software Engineering**, from University of Sindh. **2013**
- ✓ **Intermediate**, from B.I.S.E, Hyderabad. **2007**
- ✓ **Matriculation**, from B.I.S.E, Hyderabad. **2005**

### EXPERIENCES:

- ✓ **Librarian: HOD (BPS-18)**  
At work The Begum Nusrat Bhutto Women University, Sukkur, Sindh, Pakistan from 01 March 2021 to Continue.  
Responsibilities:  
**Supervisor of all Library functions.**
  - Technical Processing of Books
  - Selection Library Materials
  - Digital Library
  - Circulation Desk
  - Reference Services
  - Working Online Resource & Blog <https://elbnbsukkur.blogspot.com/>
- ✓ **Librarian: (Head)**  
At work Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST), Larkana Campus, Sindh, Pakistan from 3 January 2020 to February 2021.  
**Responsibilities:**
  - Working Online Resource & Blog (<http://szabistlrk.blogspot.com/>).
  - Working Koha Cloud Software.
  - Manage the Library, Technical Processing of Books.
  - Selection Library Materials. Maintain Digital Library and Newspaper.
  - Circulation Desk, Reference Services, Working Automation.
- ✓ **Librarian/ Manager:**  
At work Indus Foundation School Jamshoro, Sindh, Pakistan from 10 May 2019 to 01 January 2020.  
**Responsibilities:**
  - Manage the Library, Technical Processing.
  - Manage the School.
- ✓ **Assistant Librarian:**  
At work Indus University, Karachi, Sindh, Pakistan from 02 May 2018 to 09 May 2019.

**Responsibilities:**

- Manage the Library Services, Conduct trainings Students of University.
- Technical Processing of Books, Circulation Desk, Reference Services.
- Maintain Digital Library and Newspaper Clipping.

✓ **Seminar Library Assistant:**

At work Institute of Physic, University of Sindh, Jamshoro, Sindh, Pakistan from February 2017 to 2018.

**Responsibilities:**

- Working Automation, Manage the Library Services.

✓ **Librarian:**

At Institute of Modern Science and Arts Hyderabad, Sindh, Pakistan, Gul Center Branch in evening shift from 16 January 2016 to 31 January 2017.

**Responsibilities:**

- Manage the Library Services, Conduct trainings Students of Institute.
- Technical Processing of Books, Circulation Desk, Reference Services.

✓ **Computer Operator:**

3 Year worked With Wind Rose Consultancy for Computer Operator from 10 August 2011 to 10 August 2014.

**Responsibilities:**

- Operating Computer Functions and Technical Issue.
- Maintain Salary Bills and Data Entry, Maintain office records for job.

**TECHNICAL SKILLS:**

- ✓ **Computer:** MS Office (Word, Excel, power point), Network, Window
- ✓ **Software:** (Winsis, Open Biblio, KOHA, Dspace)
- ✓ **Manuals:** (AACR 2, DDC, LLC and NLM)

**PROJECTS & COURSES:**

- ✓ 04-months training course in **Social Mobilize** from Institute of Business Administration (IBA), University of Sindh Oct 2017 to Feb 2018.
- ✓ 06-month certificate of **Computer Networking Tech** from Centre of Excellence in Arts & Design Jamshoro (CEAD), MUET, Jamshoro in month of Aug 2015 to Feb 2016.
- ✓ 05-months Certificate course in **PHP** from Bell Labs Soft Solutions in month of 2011.
- ✓ 03-months Certificate courses in **Microsoft XP** from Institute of Imagine Technology in month of 2010.
- ✓ 06-months courses **Certificate in Information Technology** from Institute of Imagine Technology in month of 2010.

**TRAINING AND WORKSHOPS:**

- ✓ 02-days' workshop on **Library Automation Using KOHA LIS Package** organized by MUET Library & Online Information Center Jamshoro in January 2023.
- ✓ 02-days' Training on **IEEE Eplore Digital Library & IEEE eLearning Library** organized by A & J Def Tek Consultants, Rawalpindi, Pakistan on 12 August 2020
- ✓ 01-day Webinar on **Plagiarism in Research and its prevention** organized by Government MDP college, Katghora C.G. on 30 July 2020.
- ✓ 02 Day Online on Advanced Training Workshop on SLiMS organized by **Pakistan SLiMS Community in Collaboration with Department of Library Information Science & Archive Studies, University of Sindh Jamshoro** in 13 – 14 July 2020.
- ✓ One Week Online on Advanced MS Word Project Centered Course organized by **The Barkat**

**Foundation** on 27 May to 02 June 2020.

- ✓ 03-days' Training workshop on **Library Automation Using PASTIC KOHA Cloud** organized by PSTIC & Shaheed Mohtarma Benazir Bhutto Medical University, Larkana in 18-20 February 2020.
- ✓ 02-day workshop on **1<sup>st</sup> International Research Conference** organized by SZABIST Larkana on 8 – 9 February 2020.
- ✓ 03-days' workshop on **Library Automation Using KOHA LIS Package** organized by MUET Library & Online Information Center Jamshoro in October 2018.
- ✓ 01-day workshop on **Web of Science** organized by ICCBS, University of Karachi.
- ✓ 03-days' workshop on **Institutional Repository Management (DSpace)** organized by MUET library & Online Information Center Jamshoro in April 2018.
- ✓ 01-Day Workshop on **New ICT Trends and Issues of Librarianship** organized by AR Consultancy Service collaboration with Institute of Modern Science and Arts (IMSA) in April 2016.
- ✓ 02-day workshop on **Essential Skills for new age Information Professionals** organized by MUET and PASTIC/PSF Islamabad in April 2015.

#### **APPRECIATION:**

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- ✓ Appreciation Certificate for **Arranging Donation of 1200 Books Repository** to Library on 27 January 2023 given by The Begum Nusrat Bhutto Women University Sukkur.

#### **CONFERENCES:**

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- ✓ Attended **Asian Libraries Conference “Odyssey from C- Tablets to E- Tablets and beyond”** organized by Pakistan library Association.
- ✓ 03-days international conference on **“A Journey from UN MDGs to SDGs: Proactive Role of Libraries”** organized by Pakistan Library Club, SLA and IFLA.

#### **PERSONAL PROFILE:**

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- ✓ Father Name: Imtiaz Ali
- ✓ Surname: Khokhar
- ✓ Date of Birth: 05 July 1988
- ✓ C.N.I.C No: 41204-0725320-5
- ✓ Domicile: Jamshoro -R
- ✓ Religion: Islam
- ✓ Marital: Married
- ✓ Nationality: Pakistani

#### **REFERENCE:**

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**1. Ghulam Farooq Channer**

**Chief Librarian:** Quaid-E-Awam University of Engineering Science and Technology Nawabshah.  
Cell:03332681060

**2. Mumtaz Buriro**

**Chief Librarian:** SMBB Medical University Larkana.  
Cell: 03332634110

**3. Arshad Mahmood Abbasi**

**Deputy Director: (Library)** State Bank of Pakistan.  
Cell: 03042898967