

NOOR HUSSAIN

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OBJECTIVE

To obtain knowledge and experience in advance technologies and digital library to settle down in a career with better growth prospects driven organization that will challenge of my skills and utilize my strong leadership, analytic and problem solving ability.

WORK EXPERIENCE

10/2022

Yashfeen Education System

Chief Librarian

I am working as Chief Librarian at Yashfeen Education System. They have three institutions, that are Yashfeen College of Pharmacy, Yashfeen College of Allied Health Sciences and Yashfeen College of Nursing.

04/2022-9/2022

University of London approved teaching center at Blackstone School of Law and Business Librarian



I was worked as Librarian at University of London approved teaching center at Blackstone School of Law and Business. So, my project has developed the library with new tools and here my responsibilities are as follow.

Responsibilities:

- Digital Library established on Calibre software and every users has been accessed for downloading or view the books.
- Library has been started circulation, cataloging and OPAC through Koha software.
- All library members has been created on koha software.
- Koha software has installation and customization
- Configuration of koha software
- Make a OPAC (Online Public Access Catalogue)
- Library webpage has been created on weebly server thus, college students and faculty members will be access on digital resources and collecting library information.

07/2018 -31/3/2022

PAK RED CRESCENT MEDICAL AND DENTAL COLLEGE
Librarian



I was worked as Librarian at Pak Red Crescent Medical and Dental College library at Dina Nath District Kasur. Now I am working on development of new library with new tools.

Responsibilities:

- Established the digital library on aliber software
- Established and installation of koha software
- Configuration of koha software
- Make a OPAC (Online Public Access Catalogue)
- Create the web page for electronic resources

07/2017 - 07/2018

ABWA MEDICAL COLLEGE
Chief Librarian



Responsibilities:

- Established the digital library on aliber software
- Established and installation of koha software
- Configuration of koha software
- Make a OPAC (Online Public Access Catalogue)
- Create the web page for electronic resources
- Composed Java program for interfacing with Oracle database
- Performed data analysis especially financial data
- Performed statistical data analysis using STATA
- Showed data analysis in regular meetings for creating new program

06/2014 - 11/2017

LAHORE LEADS UNIVERSITY
Chief Librarian



Responsibilities:

- Design the Leads university library departments
- New Departments are working in the library, that are e-brary, section for researcher, Faculty reading room, Library store, Technical section, group discussion room, Audio visual section, section of electronic resource.
- LIMS software installed and conducted training for library staff members.
- We are also working on KOHA software.
- Customization of KOHA software
- Installed the LIMS OPAC (Online Public Access Catalogue) every user can be use within the university campus.
- Create a library web page
- Leads own digital library for e-books and e-journals.
- Maintained the Archive section in university library.
- Purchased the books from the different vendors.
- subscribed the journals and magazines from the local vendors
- Subscribed the electronics databases from the international

- vendors/publishers.
- Supervised to library staff.
- Maintained the library collections.
- Prepared annual budget for library.
- Meetings with Leads President, VC, Registrar and Pro VC
- Excellent leadership skills, including innovating, communicating, team building, planning, working through change, resolving conflict, participating and leading in teams.
- Leads Law College consultant for library development, digital library, and organizing the library.

08/2011 - 2014

SHALAMAR MEDICAL AND DENTAL COLLEGE
Librarian:



Responsibilities:

- I was worked as incharge library of SMDC and my responsibilities details are mentioned below.
- Library Organization and Management as per user's capacity
- Development the library tools
- Subscription the Medical Journals
- Purchased the medical books as per required PM&DC.
- Create the better environment for library users.
- Introducing the Reference Services for Students and Faculty Members.
- Library Automation
- Acquisition of the library materials
- Create the Digital Library and accessible within the campus.
- Working on HEC digital library
- Preparing Budgeting for Library
- Fulfill user's requirements
- Meetings with Chairpersons of Library Committee and other Management
- Training for library staff in all aspects like, Classification and Cataloguing and eLearning
- Training for Library Staff and Library user's regarding use the digital resources.
- Making SMDC Library web page on weebly database.
- Coordination with SMDC Software developer

05/2010 – 07/2011

SHALAMAR MEDICAL AND DENTAL COLLEGE



Assistant Librarian

Responsibilities:

Acquisition:

- Quotations call for purchased library Items.
- Comparison prepared of purchase order.
- Order sending to final Quotation vendors.

Classification and Cataloging

- Books classification and assign number from DDC Dewey Decimal Classification, It is standard of classification.
- Library items classification through online databases i.e. Library of Congress, British Library, and NLM (National Library

- of Medicine).
- Supervision on LMS Database for data entry.
- Make a OPAC (Online Public Access Catalogue) system for SMDC students and faculty members.

Circulation Section:

- Issue & Returned the library material.
- Reminders send to defaulter users.

Serial Section:

- All purchased process for the Medical Journals.
- Technical processing after acquisition.

Reference Services

I was provided reference services to library users through Ask a Librarian, which is available on library web site

2006 - 2010

**UNIVERSITY OF CENTRAL PUNJAB
Librarian**

Responsibilities:

I was worked as a Librarian in the Main Library of University of Central Punjab, Lahore

I was performed the duty in different departments as section incharge, that time I had supervised to the library staff members that are working in my supervision. I was worked in;

- Technical Section:
- Circulation Section:
- Serial Section
- Reference Section

2003 - 2006

UNIVERSITY OF CENTRAL PUNJAB

Assistant Librarian

Assists to librarian and chief librarian at University of Central Punjab, Lahore.

1999 - 2001

CENTER FOR HEALTH AND POPULATION STUDIES

Assistant Librarian

- I worked as Assistant Librarian at Center for Health and Population Studies, Lahore during that time, I was developed the all departments and established the library with latest tools
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EDUCATION

2015 - 2017

Master of Philosophy in Library and Information Management,
Superior College of Technology, Lahore

2007- 2009

Master in Library and Information Management,
University of the Punjab, Lahore

2003 - 2005

Bachelor of Library and Information Sciences,
Allama Iqbal Open University, Islamabad

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, Access
Database operation: Microsoft Office Access, Turnitin, Web development, SPSS, InPage Urdu Software, LAMP, Athena, Library World, Koha Software,
Operating System (s) MARC Standard
Web Development through Weebly database
Digital library making on different software that is LIMS, Green Stone digital library, D space and Caliber installations and configurations

WORKSHOPS ATTENDED**Participation in Digital Library workshop**

Venue: University of the Punjab, Lahore.

Participation in Digital Library workshop

Venue: University of Engineering and Technology, Lahore.

Participation in EndNote Workshop

Venue: University of Central Punjab, Lahore

Participation in Romanization & Transliteration Workshop

Venue: Lahore University of Management Sciences, Lahore

Participation in FOSS (Free and Open Sources Software

Venue: University of the Punjab, Lahore

Publication

My article published entitle of **Usage of Subscribed & Open Access Information Resources by LIS Research Scholars** in 2021 in *Library Philosophy and Practice* (LPP) (ISSN 1522-0222) is a peer-reviewed electronic journal owned and published by the University Libraries of the University of Nebraska--Lincoln, USA.

WORKSHOPS ORGANIZING

I was organized One day training workshop on ***Citation Management and Web Searching Skills for Health Professionals***. On 8 March 2013.
Venue: Shalamar Medical and Dental College

**WORKSHOPS
TRANNER**

I conducted training workshop on **Searching Techniques** for Lahore Leads University M.Phil Students on 5th August, 2015
Venue: Lahore Leads University Computer Lab

I conducted training workshop for library staff members on **how to work on KOHA software** on 29th September 2015
Venue: Bagh-e-Jinnah Library,

REFERENCES

Prof. Dr. Sarwat Ali Raja
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Yashfeen Education Systems
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Prof. Dr. Anila Jalil
Chairperson Library Committee
HOD Biochemistry
Shalamar Medical and Dental College
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