

Application letter

Miss. Swati Tanaji Bokephode
At/Post :- Chimanpura Peth
Tal/ Dist : satara
Pin Code :- 415002
Contact no:- 9307386873
/9503033938
Date :- 30/06/2024

To,
Yashoda Technical Campus

Subject :- Application for the Assistant Librarian.

Respected Sir/ Madam,

I wish to apply for the post of Assistant Librarian. (On CHB Basis). I have completed M.Lib & I.Sc with First Class from Yashwantrao Chavan Institute Satara. I have also completed M.Com with distinction from Shivaji University Kolhapur. I have Three Year library Clerk experience in Lal Bahadur Shastri College of Arts, Science and Commerce, Satara.

If you give me opportunity for said post. I will try my level best to satisfy and fulfill requirements of institute so I request you honor to consider my application for the post of Assistant Librarian.

With this application my resume and educational document are attached.

Thanking You,

Yours Faithfully,

(Miss. Swati Tanaji Bokephode)

Resume

Personal Details :

- **Name :** Swati Tanaji Bokephode
- **Date of Birth :** 08/08/1997
- **Nationality :** Indian
- **Religion:** Hindu
- **Gender :** Female
- **Languages Known :** Marathi ,Hindi,English
- **Married Status :** Unmarried
- **Permanent Address :**Chimanpura Peth Satara -415003
- **Email Id:** bokephodeswati47@gmail.com
- **Mob.No.**9307386873/9922228921
- **Hobbies :** Reading, Listening music
- **Job Exp. :** 3 year {LBS College Satara}
- **Computer Courses :** Tally , M.S. Office

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Objective: To Work in this field to utilize my skills and knowledge for this organization and individual growth.

EDUCATIONAL QUALIFICATIONS :

Sr.no.	Examination	University/Board	Year of Passing	Class
1	M.Lib & I.Sc	Y.C. College Satara	2024	First
2	B. Lib	Y.C. College Satara	2023	First
3	M.Com	D.G. College Satara	2021	First
4	B.Com	D.G. College Satara	2018	Second
5	H.S.C.	D.G. College Satara	2015	First
6	S.S.C.	Maharashtra State Board	2013	Second

