Nivedita Pandey



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CAREER SUMMARY

1. **Librarian at Taurian World School Ranchi (affiliated to CBSE)** Knowledge City, Village: Hazam, P. O. Dundigara, via R.K. Mission, District: Ranchi, Jharkhand 835221

(November 2024 to present)

Work activities-
Over 01 year, 06 month experience in library management

1. **Library management**
   a. Stock arrangement and stock ratification
   b. Stock verification process
   c. Work on ERP software
   d. Working on Toddle software
   e. Books processing
   f. Cataloging of books
2. Books procurement and records handling
3. Magazines procurement and records handling
4. Stock update and validation
5. Maintaining newspapers record and cross check newspaper bill with vendor
6. Maintaining issue/return register for teacher
7. Coordinating with junior and senior coordinators of school related to library activities.
8. Coordinating with Admission department to conduct admission exam in the library.
9. Managing prep classes in the library

2. Librarian at Daly College Business School (affiliated to the Montfort University UK.)Indore, Madhya Pradesh (*March 2021 to October 2024)*

Over 3 years' 8 months experience in data analysis and management
Library management
   a. Stock arrangement and stock ratification
   b. Stock verification process
   c. Work on KOHA ,ACC software
   d. **Blackboard Access** ,De Montfort University, UK provided access to Blackboard, a digital learning platform
   e. Blackboard Feature enables online classes, assignments, resources, discussion boards, and virtual classrooms for interactive learning.
   f. Books processing
   g. Cataloging of books

2. Books , journals & newspapers procurement and records handling
3. Data repository management and evaluation
4. Stock update and validation

5. Database evaluation and maintenance
6. Resource profiling and management
7. AICTE Learning resource management
8. NDLI Learning resources management
9. Coordination with students and teachers in college level events and activities

PROFESSIONAL EDUCATION

Degree	University	Year	GPA/ 10
Master of library science and information	School of library and information science (DAVV), Indore.	2019- 2020	8.77
Bachelor of library science and information	School of library and information science (DAVV), Indore.	2018-2019	9.29
Master of Business Administration (Human Resources)	Institute of Management Studies (DAVV), Indore	2013-2015	7.31
Master of Business Administration (Financial service)	School of Economics (DAVV), Indore	2009-2011	5.86
Bachelor of Commerce (Comp Application)	M.K.H.S College (DAVV), Indore	2006-2009	51%

Certification

1. Post Graduate diploma in computer application.
2. KOHA LMS training certificate (2018 & 2025)
3. Tally 9.0 & ERP
4. Certification" **The 7 habits of highly effective people 2026**."

CONFERENCES & Research

1. Attended **2-Day Virtual Workshop on "Library Cataloguing (Practical)"** held on **23rd – 24th August 2025 by Digital Resources & Training Center (DRTC),** *New Delhi.*
2. Attended KOHA admin training held online by best book buddies in 2025.
3. Attended faculty development program by Govindram Institue of management and Research with collaboration of faculty & staff development Centre somaiya Vidyavihar University from 9, May to 1, May 2024.
4. Authored and presented research paper on the international conference, topic "User Education and User Behavior in New Normal" at Rahata college, (Maharashtra) in Nov 2021.
5. Authored and presented research paper on "Colon Classification: Present Trend & Future Aspects" at BURSS, MHOW, Indore in 2019.
6. Presented presentation in an international multidisciplinary conference Future vision for indiaat 100 in 2047 "Change in the information seeking behavior of library users in new normal" at Daly College Business School, Affiliated D Mont fort university UK.Indore in 2022.
7. Attended KOHA workshop held at IPS Indore in 2018.
8. Attended symposium held BURRS in 2018.

WORK EXPERIENCE

a. **Librarian at Taurian World School Ranchi (affiliated to CBSE)** Knowledge City, Village: Hazam, P. O. Dundigara, via R.K. Mission, District: Ranchi, Jharkhand 835221

(November 2024 to present)

i. Periodic updating for book stock registers, the accessions registers, periodical, magazines,etc.
ii. Cataloging books and resources according to various streams and genre
iii. Books procurement and management
iv. Magazines, periodicals procurement and management
v. Coordinating with junior and senior coordinators of school related to library activities
vi. Coordinating with Admission department to conduct admission exam in the library.
vii. Managing prep classes in the library

b.Librarian at Daly College Business School (affiliated to the Montfort University UK.)Indore,

Madhya Pradesh (March 2021 to October 2024)

i. Currently in the role as Secretary of Daly college business school in the National Digital, Library of India (NDLI) managed by Indian Institute of Technology Kharagpur
ii. Conduct and coordinate events on NDLI platform
iii. Periodic updating for book stock register, the accessions registers, periodical, magazines,scientific journals, databases etc.
iv. Cataloging books and resources according to various streams and genre
v. Stationary procurement and management
vi. Preparing the academic calendars, maintaining students' attendance record.
vii. Update and maintaining Alumni data.
viii. Coordinating and managing various DCBS events
ix. Collecting data for DCBS newsletter from various platform like Facebook, What app.
x. Keeping track of DCBS media Coverage & maintain its records.
xi. Maintaining newspapers record and cross check newspaper bill with vendor

c.Customer Retention Executive at Epic Research Private Limited Indore, Madhya Pradesh (*July 2015 to December 2015)*

i. Understanding customer requirements for stock commitments
ii.Market the commodity and equity of various sectors
iii. Responsible for handling client problem, provide them solution with the intention to retain them in the company.
iv. Minimize the risk of clients over their investment.
v. Ensure speedy resolution of queries & grievances to maximize client satisfaction levels.
vi. Maintain excellent relations with clients to generate Revenue for the company.
vii. Ensuring client servicing to the clients as per the guidelines of SEBI (India).
viii. Ensure continuous interaction with the customer to make sure that areas of concerns can be worked upon for improved service of the company.

d. Teacher at Royal academy

Indore, Madhya Pradesh (July 2011 to April 2012)

i. Handled courses such as basic mathematics, environmental studies, Hindi, computer science, general knowledge, and English for 3- 5th grade students.
ii. Delivered tutorials sessions and assigned students to solve several problems
iii. Ensured 'best work practices' in the laboratory
iv. Experienced in blended teaching systems (Using blackboard, and Microsoft teams)
v. Graded assignments and quizzes for courses
vi. Proctoring for various exams.

INTERNSHIPS

1. Indian institute of technology (IIT), Indore **Jun 2019 – Jul 2019**
Designation: Intern –library
Location: Simrol, Indore

- Stock arrangement and stock ratification
- Stock verification process
- Work on KOHA software
- Books processing
- Cataloging of books

2. Ruchi Soya Industry Limited **Jun 2014 – Aug 2014**
Designation: Intern –HR Executive
Location: Mangaliya Plant, Indore

- Skill/competency mapping of employees.
- Data analysis and gap finding between their present and required skills.
- Finding Training needs of the employees in the plant and design trading programs for Employee.

3. Systango.com **Aug 2014-Nov 2014**
Designation: Management Trainee
Location: Indore

- Promotion and marketing of the campaign "say no to queue".
- Direct Interation with customers standing in front of restrarents.
- Explain all about "say no to queue" hassle free service of the company.

4. Influx sourcing **Mar 2015-july 2015**
Designation: Management Trainee
Location: Indore

- Recruitment through Naukri portal.
- Searching, screening Client through portal.
- Conducting or scheduling their interviews with companies.

PERSONAL DOSSIER

- Date of Birth : 15th October 1988
- Gender : Female
- Marital Status : Single
- Languages known : English, Hindi
- Present Location : Indore (M.P)
- Passport No. :

References:

Will be provided upon request.