

SWATISULAGNA PALEI

DOB-28.02.1999

Library Professional

PROFILE

Motivated and detail-oriented professional with a strong academic background and a passion for continuous learning and growth. Possesses excellent communication, organizational, and problem-solving skills, with a proven ability to work both independently and collaboratively in dynamic environments. Known for a positive attitude, quick adaptability, and a commitment to delivering high-quality results. Seeking to contribute effectively to a forward-thinking organization while further developing personal and professional skills

CONTACT

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LANGUAGES

Odia
Hindi
English

EDUCATION

2024-2025

IGNOU, New Delhi

Master of Library and Information Science (Result Awaited)

2022-2023

IGNOU, New Delhi

Bachelor of Library and Information Science (63.81%)

2016-2019.

North Odisha University, Odisha

Bachelor of Science (Zoology Honours, 71.50%)

2016

Council of Higher Secondary Education, Odisha (51.35%)

2014

Board of Secondary Education, Odisha (83.16%)

SKILLS

- MS OFFICE * INTERNET * TALLY ERP 9
- MS EXCEL * WEB DESIGNING

EXPERIENCE

- Gained hands on experience with library management software including KOHA performance technical and circulation work.
- Expert in Grammarly, plagiarism detection software.
- Contributed to the acquisition technical and digital section, managing key task related to collection development, cataloging and digital resource management.
- Played in active role in library website, project assisting with contain management of resources paper, books and user interface designed.
- Managed responsibility in the periodic section over seeing e-journal and periodicals

EXTRA CURRICULA

ADVANCED PGDCA (POST GRADUATE DIPLOMA IN COMPUTER APLICATION) FROM NICET COMPUTER EDUCATION, BETNOTI, MAYURBHANJA WITH “A “GRADE.