LNMIIT
The LNM Institute of
Information Technology

To Whom It May Concern

I am pleased to recommend, Ms Anjali Mishra. She worked as a trainee in the library for the period of one year (September 2015 to September 2016). During her tenure at LNMIIT she worked closely with me on different projects and I am very bewildered and appreciate with her work which has been seen with full dedication and sincerity. During this long tenure she has worked extensively in the following important areas of library:

- All in-house operations- Acquisition, Circulation, Serial control and also contributed to building up digital library on D Space.
- Involves in managing current awareness services from time to time.
- Technical processing of all the documents acquired by the library. This involves Classification, Cataloguing, coding & Subject Indexing and sending their intimation to concerned users electronically. Displaying and dissemination of current addition of books and journals through e- mode.
- Handling the queries interacting with users in identifying their needs and fulfilling it with best efforts.
- Maintaining the News Paper Clippings and disseminating it to the users.
- Engaged in maintaining an inviting physical environment for enriched learning space.

Her dedication towards work is one of the major factors in continued growth of the library. Undoubtedly, Ms Anjali is a desirable employee and an asset to any organization. I'm confident that whole heartedly she would be a crucial contributor towards the achievement of any organisational goals as well.

I wish her all the best for future endeavours.

Yours Sincerely,

30/9/2016

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