# VAISHNAVI GUPTA

📍 Roorkee, Uttarakhand, India
📞 +91 91492 06766 | ✉️ vaishnavigupta1432001@gmail.com

---

## 🎯 PROFESSIONAL SUMMARY

Motivated postgraduate in Library & Information Science with knowledge of library tools and one years of experience in HR roles. Skilled in managing documents, organizing information, and supporting daily operations—skills that easily apply to modern library work. Familiar in cataloguing, handling digital resources, and maintaining accurate records. Brings together technical know-how and strong people skills to support efficient and user-friendly library services.

---

## 🎓 EDUCATION

Master of Library & Information Science
Sri Dev Suman Uttarakhand University
📅 2023 – 2024 | CGPA: 7.33 (First Division)

Bachelor of Library & Information Science
Sri Dev Suman Uttarakhand University
📅 2022 – 2023 | Score: 61.8% (First Division)

Bachelor of Commerce
Hemvati Nandan Bahuguna Garhwal University
📅 2018 – 2021 | Score: 78% (First Division)

---

## 📚 LIBRARY ONLINE INTERNSHIP

Library Intern

📍 June – August 2024

- Familiar with the operation of Koha ILS for cataloguing, circulation, and serial control.
- Basic understanding of Joomla installation and configuration for managing library websites and digital content.
- Knowledge of creating and maintaining digital repositories using DSpace, in line with metadata standards.
- Understanding of AACR2, MARC21, and DDC classification techniques for organizing library collections.
- Aware of digital resource tagging, report generation, and archiving procedures.

## 💼 PROFESSIONAL EXPERIENCE

HR Associate

📍 iHUB DivyaSampark @ IIT Roorkee

📅 June 2024 – Present

- Designed and managed structured documentation processes, similar to digital resource organization in libraries.
- Maintained confidential digital records and employee databases — directly applicable to information and file management in library systems.
- Created attendance, leave, and compliance reports using Excel and Google Workspace — demonstrating strong data handling and reporting skills.
- Handled onboarding and communication, experiences valuable for user support roles in libraries.
- Collaborated with internal and external departments — applicable to inter-departmental coordination often needed in libraries

---

## 💻 TECHNICAL SKILLS

- Library Tools: Koha, DSpace, Joomla, OPAC
- Cataloguing & Classification: Colon Classification, Dewey Decimal Classification
- HR & Administrative Tools: greytHR, ESSL Attendance, Google Workspace
- Office Software: MS Word, Excel, PowerPoint
- Digital Repository & Data Management
- Records Management & Documentation

---

## 💡 KEY SKILLS FOR LIBRARY ROLE

- Digital Record Management – Experience with HRIS and library tools like Koha and DSpace
- Organizing Information – Skilled in structuring both digital and physical records
- Communication & Teamwork – Effective in coordinating with staff and users
- Data Confidentiality – Maintained accurate and secure information handling
- Process Efficiency – Improved workflows using Excel and digital tools.

---

## 🏅 CERTIFICATIONS

- ChatGPT & AI in MS Office – Skill Nation (May 2025)
- AI Dashboard with Power BI – Skill Nation (May 2025)
- Ethical Writing in the Age of AI – Rajagiri College (Feb 2025)
- AI in Libraries – Poornima Institute (Feb 2025)
- MS Excel (Introductory) – (Jan 2025)
- Power BI for Beginners – (Jan 2025)
- AI for Everyone – DELNET (Dec 2024)
- Online Internship, Library & Information Science, Librarian Guide (June 21 – Aug 31, 2024)

- Digital Literacy (PMGDISHA) – NIOS (Jun 2017)

---

## 🌐 LANGUAGES

- English – Fluent
- Hindi – Native

---

## ✅ DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.
📍 Roorkee |
✍️ Signature: Vaishnavi Gupta

---