

Ananya Roychoudhury

MLIS Student

MLIS candidate with internship experience in day-to-day library operations, including cataloguing, circulation, shelving, and stock verification. Familiar with Excel, Koha, and DSpace, and comfortable with core library workflows. Seeking an entry-level library role where I can support access, organisation, and user services.

Contact

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8876085344

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Softwares

Excel
Canva
Koha
DSpace
GreenStone
Xubantu

Skills

Management Skills
Creativity
Critical Thinking
Leadership

Language

English
Hindi
Bengali

Interests

Singing
Drawing
Reading Novels
Traveling
Photography

Education

Masters of Library & Information Science	Pondicherry University	2024 - Present
Bachelor of Arts (Political Science)	Ramanuj Gupta Degree College, Silchar	2019 - 2022
Class XII (AHSEC Board)	Ramanuj Gupta junior College, Silchar	2017 - 2019
Class X (CBSE)	Kendriya Vidyalaya ONGC, Srikona	2006 - 2016

Work Experience

Library Intern — St. Xavier's University, Kolkata — May - June, 2025

- Processed book entries via manual accessioning, recording complete details in the accession register, and stamping details on books.
- Supported cataloguing and classification by deriving DDC numbers and creating MARC-based entries in Koha for new books
- Maintained stack order by shelving books as per DDC, improving search-to-shelf access across sections (Law/MBA/Reading Library)
- Assisted stock verification by cross-checking physical stock with Koha records and flagging mismatches for correction
- Cleaned and reorganized a master book dataset in Excel by creating subject-wise sheets and removing non-required entries (e.g. journals)
- Supported circulation operations in Koha: issue/return transactions, fine collection, and basic patron management (add/remove users)
- Assisted the team in RFID tagging of library materials to support faster inventory management and reduce loss risk
- Attended a Turnitin plagiarism and reprography workshop with faculty and research scholars to understand academic integrity workflows
- Supported library communication by designing event posters in Canva for student/faculty outreach

Research Dissertation

Research Paper — Pondicherry University — Dec 2025 - Present

Topic - Smart Libraries in the Digital Era: Redefining University Library Services in the Context of Assam

Certificates

Microsoft Excel Using AI Workshop — OfficeMaster — 2025
Excel formulas, dashboards, macros/VBA with AI support

Project Management Assessment — LearnTube.ai — 2025
Cleared Project Management assessment on core PM basics

AI Tools & ChatGPT Workshop — be10x — 2025
Webinar on AI tools (ChatGPT, Google AI Studio, Uncovr.ap) to improve productivity in presentations & data analysis

Advanced Diploma in Computer Applications — National All India Council For Computer Training Centre — 2023 - 2024
MS Excel, MS Word, Adobe Photoshop, HTML

Achievements

- 5 year Accomplishment (SangeetBivakar), Rabindra Sangeet, Bangiya Sangeet Parishad — 2021
- 5 year Accomplishment (Visharad),Vocal Music. Bhatkhande Sangit Vidyapit — 2021
- Senior Diploma(Ankan Manjari), Painting, Bangiya Sangeet Parishad — 2015