Rishu Rani



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Career Objective

Seeking a challenging position as a librarian where I can utilize my passion for knowledge organization, research, and information literacy to contribute to the development and growth of library services. Dedicated to fostering a love for reading, supporting lifelong learning, and providing exceptional customer service to patrons. Committed to staying abreast of emerging technologies and trends in library science to enhance user experience and promote access to diverse resources.

Academic Background

S.No.	Qualification	Board/University	Year of Passing	Percentage
1.	M. Lisc.	Punjabi University, Patiala	2023	87.5
2.	B. Lisc.	Punjabi University, Patiala	2022	86.2
3.	M. A. Economics	Punjabi University, Patiala	2021	87
4.	B. A. (Hons.) Economics	Akal University, Talwandi Sabo	2019	79
5.	12th	CBSE	2016	77
6.	10th	HBSE	2014	80

Professional Skills

- Knowledge of Acquisition, Classifying, Cataloguing, Processing, Inspecting and Locating Books.
- Familiarity with automated library system and Data Management.
- Knowledge of the Circulation Desk, Lending and Receiving library owned material.
- Shelving items, Stock maintenance, Restoring, Shelf Rectification and Serial management.
- Responding quickly to queries from library users using resources and IT facilities.
- Providing a welcoming presence on the library information desk.

Computer Skills:

- Proficiency in MS Office (MS Word, Excel & Power Point)

Software Knowledge:

- KOHA
- Dspace

Experience:

- Three Months internship at Nava Nalanda Central Library of **Thapar Institute of Engineering and Technology, Patiala.**
- Six Months experience as a Librarian at **Doaba Group of Colleges, Kharar (Punjabi University, Patiala).**
- 1.5 years experience working as a Librarian at **Colonel College of Physical Education, Chural Kalan district Sangrur.**
- Currently serving as an Assistant Librarian at the **Central Library of Akal University, Talwandi Sabo (Bathinda) from November 2025.**

Hobbies

- Reading books,
- Teaching,
- Writing

Personal Details

- Year of Birth :1999
- Gender :Female
- Nationality : Indian
- Languages Known : English, Hindi & Punjabi.

Achievements

- Three times **UGC Net Qualified in Library & Information Science**.
- **University Gold Medalist (2023**): Awarded for securing the 1st rank in Masters of Library and Information Science at Punjabi University, Patiala.

Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge and I'm responsible for the correctness of the above-mentioned particulars.

Place:
Date: Rishu Rani