

SACHIN

ADDRESS:- VILLAGE-GADYARA, POSTOFFICE- TIKROO, TEHSIL-JOGINDER NAGAR, DISTRICT-MANDI, HIMACHAL PRADESH (175032)

D.0.B- 25 AUG 1997

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SKILLS

- Classification & Cataloguing
- Knowledge of Libsys and Koha.
- D Space
- Good Typing Speed
- Book keeping
- Computer Operations
- MS Office

Interest & Hobbies

- Playing Games
- Travelling

RESUME

Dedicated and proactive Library Professional with a strong ability to thrive in a fast-paced library setting. Demonstrated proficiency in executing routine library tasks, offering guidance to patrons, and ensuring the upkeep of computer equipment.

WORK EXPERIENCE

Vedic Public Sen Sec School, Joginder Nagar
Clerk cum Assistant Librarian **(1st March 2022 – 29th Feb 2024)**

National Institute of Technology Hamirpur
Library Professional **(1st March 2024 – 28th Feb 2025)**

- Help patrons find books and other materials in print and online.
- Cataloguing of Books.
- Organize and alphabetize books, and ensure they are shelved correctly
- Knowledge of Library Automation i.e Libsys, OPAC.
- Stock Verification.
- Perform some computer data entry procedures, such as adding or modifying patron records, title records and hold requests
- Process returns and payments; maintain records of collection activity.

Indian Institute of Technology Mandi
Library Trainee **(04 August 2025 – 03 August 2026)**

- **Circulation & User Services:** Managed front-desk operations, issue return, member registration, and patron assistance for library resources
- **Classification & Cataloging:** Koha, D Space.
- **Digital Repository:** Managed institutional research papers and metadata using D Space.
- **Acquisition:** Managed the end-to-end book acquisition process, including vendor coordination, procurement, and systematic accessioning in the library records.
- **Plagiarism Detection:** Administered Turnitin to generate and analyze similarity reports.
- **Reporting:** Maintained systematic daily and monthly circulation and fine collection records.

Education

Course	Institution	Session	%ge
10th	DAV Public School Manali	2013	59.71%
12th	Govt Sen. Sec. School Manali	2015	51%
B.com	Govt College Joginder Nagar	2020	59.40%
BLIS	Lovely Professional University Punjab	2023	75%
MLIS	Lovely Professional University Punjab	2024	78.80%

UGC NET Qualified in Library and Information Science (December 2023)

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