# ANKUR MEENA

Library Assistant

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## PROFESSIONAL SUMMARY

Dedicated and detail-oriented library apprentice with strong academic credentials in library and information science. Experienced in digital library tools and automation software, with excellent interpersonal skills and a strong work ethic.

Adept at managing library systems, user services, and online resources. Committed to continuous learning and the modernisation of library services.

## PROFESSIONAL EXPERIENCE-

**Institute Library Apprentice** Apr '26 — Present
Central Library, IIT Tirupati, Andhra Pradesh India

- Library Apprenticeship --- One year complete (01)
- Institute Library Apprentice 01 April 2026 – Continuing

## EDUCATION-

**Master of Library and Information Science (M.LISc.) in Library and Information Science**, University of Rajasthan '26 Jaipur, India

**Bachelor of Library and Information Science (B.LISc.) in Library and Information Science**, Vardhman Mahaveer Open University (VMOU) (GPA: 66.13%) '24 Kota, India

**Bachelor of Science (B.Sc.) in Chemistry, Zoology & Botany**, University of Kota (UOK) (GPA: 59.00%) '21 India

**Senior Secondary (Class XII) in Science (PCB)**, Rajasthan Board of Secondary Education (RBSE) (GPA: 55.00%) '17 India

**Secondary (Class X)**, Rajasthan Board of Secondary Education (RBSE) (GPA: 47.50%) '15 India

## CERTIFICATIONS

**Post Graduate Diploma in Computer Applications (PGDCA)**, Prayagdas Tomar Computer Education Pvt. Ltd., Jabalpur (M.P.) Jan '23

**Rs-CIT Computer Certificate** Jul '18

## TECHNICAL SKILLS

**Library Management Systems** Koha (ILMS), DSpace (Institutional Repository), Greenstone (GSDL)
**Library Standards** MARC21, Dewey Decimal Classification (DDC), Metadata Management
**Library Operations** Cataloguing, Classification, Circulation, Accessioning, Stock Verification
**Digital Library** Digital Library Management, Institutional Repository, Electronic Resource Management
**Research Tools** JSTOR, IEEE Xplore, WorldCat Discovery, PressReader, Zotero
**Academic Integrity** Turnitin (Plagiarism Detection)
**Productivity Tools** Microsoft Office, Google Workspace, Grammarly
**Information Services** Reference Services, Information Retrieval, User Orientation, Research Support
**Digitisation** Document Scanning, Reprography, Digital Preservation
**Professional Skills** Communication, Teamwork, Problem-Solving, Time Management
**Interests** Reading books , Meditation
**Languages** Hindi , English

## CONFERENCES & WEBINARS ATTENDED

- National Conference on Innovative Library Technologies and Services (NCILTS 2024) Department of Library & Information Science, University of Rajasthan, Jaipur
- Webinar: "Knowledge Graphs: Connecting Information Over the Semantic Web" Organised by DELNET – July 2024
- Lecture: "AI-Based Tool for Literature Search and Systematic Review" Chakreshwar Saikia Central Library – June 2024