SUKHBIR

Library & Information Science Professional

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Haryana, India



Motivated Library & Information Science professional with an MLIS from Central University of Haryana (2025) and hands-on experience in library automation, cataloging, metadata management, and digital services. Proficient in KOHA ILMS, MARC 21, DDC/UDC classification, DSpace, and RFID-integrated systems. Seeking to leverage technical expertise and a passion for knowledge management to contribute to a progressive library environment.

CORE COMPETENCIES

KOHA ILMS	**MARC 21 Cataloging**	**DDC & UDC Classification**	**DSpace Repository**
Metadata Correction	**RFID Integration**	**Acquisition Processing**	**INFLIBNET / IRINS**
Reference Services	**Library Circulation**	**Shelving (DDC Order)**	**AI Research Tools**

PROFESSIONAL EXPERIENCE

Assistant Librarian | NIMS University

Dec 2025 – Present Jaipur, Rajasthan

- Manage all in-house library activities including circulation, reference, and user services
- Perform cataloging and classification of library resources using MARC 21 standards
- Edit and maintain catalogue records for accuracy and discoverability
- Administer and operate the library using ILMS-KOHA integrated with RFID system

Library Intern | Central Library, MNIT Jaipur

Jan 2025 – May 2025 Jaipur, Rajasthan

- Supported management and automation of the central library's digital systems
- Executed in-house activities including acquisition, technical processing, and stock verification
- Performed metadata correction, creation, and information management tasks

EDUCATION

DEGREE	INSTITUTION	PERIOD
Masters of Library & Information Science	Central University of Haryana Mahendragarh, Haryana	07/2023 – 07/2025
Bachelor of Arts	MDU Rohtak Rohtak, Haryana	06/2020 – 07/2023
Diploma in Computer Application	HARTRON Skill Centre Mahendragarh, Haryana	July 2023
Basic Computer Course	CSC Academy New Delhi	Oct 2023

TRAINING & CERTIFICATIONS

AI for Digital Readiness & Advancement (ADiRA)
DataLEADS • Issued Apr 2026

Google NotebookLM: AI Research Tool & Thinking Partner
DELNET – Developing Library Network • Issued Jun 2026

Workshop on ILMS KOHA – Management and Usage of Library Software
Professional Development Workshop • 2025

User Awareness Program on IRINS & INFLIBNET Services for Scholarly Communication
LNMIIT, Jaipur – ORCID, IRINS & INFLIBNET Services • 2026

LANGUAGES

English — Proficient

Hindi — Proficient