Mitali Mankotia
Address: V.P.O Kummi Tehsil balh
District Mandi 175006 (H.P)
Mobile No. 8580906393
Email Id: mitalimankotia12@gmail.com

CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organization goal and climb the career ladder through continuous learning and commitment.

CAREER SUMMARY

I am working as a "Library Professional Trainee" at the Indian Institute of Technology, Mandi, from 17.03.2022 to till 31.07.2024. I am working in the circulation section, the technical section, the acquisition section, and handling the other activities assigned by the authority. Also, work on open-source software for library automation and digitization work such as KOHA ILS and Dspace. I have completed my Masters in Library and Information Science in 2020 from the Central University of Himachal Pradesh.

WORKING AREAS

Circulation section:

- Handling check-in and Check-out and Renewals of books through RFID technology.
- Create Membership of Users.
- Control the Reservation process of books and collection of overdue fines.
- Creation and Maintenance of per day, weekly and monthly circulation report.
- Prepared overdue fine reports.
- Handling of user's queries.

Technical Section:

- Classification and Cataloguing of books
- Physical processing of books.
- Maintained Bills of books

Acquisition Section:

- Query generation of new recommended books.
- Making Query Comparison
- Making Order
- Receiving of books.
- Updating of indent status.

Other Work:

- Generation of plagiarism report.
- Update Scholarship Portal
- Upload thesis on Shodhganga.
- Work on Digital Archive

HOBBIES

1. Trekking

2. Planting

PROFESSIONAL EXPERIENCE:

Indian Institute of Technology Mandi [21 March 2022 to 31 July 2024]
Position: Library Professional Trainee

COMPUTER SKILLS:

- **MS Office:** Microsoft word, Excel and PowerPoint.
- **Operating System:** Microsoft Windows.
- **Library Automation Software**: Koha

- **Digital Library Software**: Dspace

INTERPERSONAL SKILLS

- **Self-confident & positive attitude**
- **Team management skills**
- **Good presentation skills**
- **Self-motivated directed**

Sr.No.	Qualification	Board/University	Year of Passing	Percentage/CGPA	Class/Division
1	Master in Library and Information Science	Central University of Himachal Pradesh	2020	71.65%	First
2	Bachelor of Commerce	Himachal Pradesh University Shimla	2018	6.83 (CGPA)	First
3	High Secondary (12^{th})	CBSE	2015	71.00%	First
4	High School (10^{th})	CBSE	2013	6.6 (CGPA)	First

5	Diploma in Computer	National education programme	2018	77.50%	First

References:

Name	Institution	Designation	Email id
Mr. Naresh Singh Bhandari	Indian Institute of Mandi	Deputy Librarian	nsbhandari@iitmandi.ac.in

Personal Information:

Name	Mitali Mankotia
Father's Name	Sh. Kalyan singh
Date of Birth	29.09.1997
Gender	Female
Marital Status	Unmarried
Nationality/Religion	Indian/Hindu
Mother Language	Hindi
Language Known	Hindi, English
Address	V.P.O, Kummi Tehsil Balh Distt Mandi H.P 175006

DECLARATION

I hereby declare that the information furnished by me is true to the best of my Knowledge and discrepancy to this will be my responsibility.

Mitali Mankotia