Aleena Jabi

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Professional Summary

Motivated Master of Library and Information Science (MLIS) graduate with knowledge of library management, cataloguing, classification, digital information resources, academic research, documentation, and information retrieval. Seeking opportunities in library services, research support, information management, transcription, or remote administrative roles.

Education

Master of Library & Information Science (MLIS), Aligarh Muslim University (2026)
Bachelor of Library & Information Science (BLIS), Aligarh Muslim University(2025)
Diploma in French Language, Centre for Distance and Online Education, Aligarh Muslim University(2024)

Academic Project

- Dissertation: Open Educational Resources (OERs) in Legal Studies: An Annotated List
- Conducted literature review and comparative analysis.
- Research assignments in cataloguing, metadata creation, and library automation.
- Practical work in library management systems and information analysis.

Skills

• Cataloguing & Classification (DDC, CC)
• Information Retrieval
• Research & Documentation
• Digital Library Tools
• Communication & User Services

Languages

English, Hindi, Basic French

Hobbies / Interests

- Reading and academic research
- Organizing information sources
- Language learning (French)

Technical Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs & Google Sheets
- Internet Research
- PDF Editing
- Email & Online Communication

Library & Research Software

- KOHA (Library Management System)
- SOUL (Library Automation Software)
- OPAC (Online Public Access Cataloge)
- Alice for Window
- WINISIS
- Greenstone Digital Library