ABDUS SAMAD

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MLIS Graduate | Library & Information Science Professional

PROFESSIONAL SUMMARY

Motivated Library and Information Science professional with an M.Lib.I.Sc. from Aligarh Muslim University. Hands-on academic experience in Koha Library Management System, OPAC, cataloguing (AACR2, MARC21), classification (DDC, LCC, UDC), metadata creation, DSpace, library housekeeping, reference services, research support, and AI-assisted information services. Strong communication, organisational and teamwork skills.

CORE SKILLS

- Koha Library Management System • OPAC • Discovery Tools
- AACR2 • MARC21 • Dublin Core • RDA
- DDC • LCC • UDC • Colon Classification • LCSH
- Library Inventory • Shelving • Labelling • Circulation
- DSpace • Metadata Creation • Institutional Repositories
- Reference & Information Services • Information Retrieval
- MS Word • Excel • PowerPoint
- AI Tools: ChatGPT, Copilot, Gemini, Perplexity
- Research Methodology • Academic Writing

EDUCATION

Qualification	Institution	Score	Year
M.Lib.I.Sc.	AMU, Aligarh	65%	2026
B.Lib.I.Sc.	AMU, Aligarh	69%	2025
B.A.	AMU, Aligarh	75%	2024
Intermediate	BSEB	82%	2021
High School	CBSE	83%	2019

ACADEMIC EXPERIENCE

- Hands-on training in classification, cataloguing, circulation and library housekeeping.
- Worked with Koha LMS, OPAC, e-resources and digital information services.
- Experience with DSpace, metadata creation and research support services.
- Completed Master's dissertation: 'Content Analysis of Library Websites of Universities in Bihar: A Comparative Study'.

LEADERSHIP & ACHIEVEMENTS

- Treasurer, MULSA (2025)
- Secretary, Paper Reading Committee, MULSA (2026)
- Mr. Fresher 2025, Department of Library & Information Science
- Presented research paper at MULSA Academic Programme (2025)

- Got Merit based Scholarship in (Senior Secondary),

LANGUAGES

English • Hindi