Sabitree Sahu *Library Associate*

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Balangir, Odisha

14/Nov/2000

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Female

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Education

Master of Library & Information Science,
Central University of Haryana, Mahendragarh
2021 – 2023

Bachelor of Science (Physics), *Sambalpur University*
2018 – 2021

Intermediate,
Panchayat Samiti Jr. College Belpara, CHSE, Odisha
2016 – 2018

High School/ 10th, *Kanut High School, Kanut, Board of Secondary Education, Odisha*
2016

Skills

Library Automation: Koha, IR: Dspcae, Library Operations Acquisition, Cataloguing, Classification, Circulation, Serial Control, Reference, and Periodical Management

Technical Processing: RFID Tagging, Barcode Generation, Spine Label Preparation

Information Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Reference Service, Digital Library Services and Information Retrieval, ICT Skills: Google Workspace, Microsoft word, Excel, Power Point and Google Docs

Languages

- Odia, Hindi, English

Summary

Dedicated and detail-oriented Library & Information Science professional with hands-on experience in academic and national-level library environments. Currently working at the Information and Library Network (INFLIBNET) Centre, Gandhinagar, with prior experience at the Central University of Odisha and The LNM Institute of Information Technology (LNMIIT), Jaipur. Proficient in library automation, cataloguing, classification, metadata management, institutional repositories, and digital library services. Skilled in Koha, DSpace, MS Office, RFID-based library operations, and user-centric information services. Passionate about supporting teaching, learning, and research through efficient library management.

Professional Experience

Information and Library Network (INFLIBNET) Centre, Gandhinagar, Gujarat, *Library Associate*
05/2026 – Present

Central University of Odisha, Koraput,
Library Intern cum Assistant
01/2024 – 05/2026

The LNM Institute of Information Technology (LNMIIT), Jaipur, *Library Intern*
02/2023 – 05/2023

Declaration

I hereby declare that the information stated above is accurate to the best of my knowledge to verify its authenticity. I request you to consider my candidature, thereby providing an opportunity to prove my worth.

Sabitree Sahu
Balangir, Odisha