# DEEPSHIKHA RAI

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## Personal Details:



**Date of Birth : 18/06/1992**

**Gender : Female**

**Nationality : Indian**

**Marital Status : Single**

**Permanent Address : AN 263 Hanuman Nagar Colony Newada DLW road , Varanasi , UP, 221002**

# Academic & Professional Profile

An academically trained **Library & Information Science professional** with **over four years of experience** in academic library administration and one year of internship exposure in a **Central University environment**. Possesses sound knowledge of library operations, cataloguing, circulation, and library automation systems. Experienced in supporting students and faculty in academic resource utilization and maintaining systematic library records in compliance with institutional norms.

# Educational Qualifications

| Degree | University / Board | Year | Marks |
|---|---|---|---|
| Master of Library & Information Science (MLIS) | Banaras Hindu University, Varanasi | 2015 | 58% |
| B.Com (Hons.) – FMM | Banaras Hindu University, Varanasi | 2013 | 72% |
| Intermediate | Uttar Pradesh Board | 2010 | 67% |
| High School | Uttar Pradesh Board | 2007 | 67% |

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# Professional Experience

## Assistant Librarian

**St. Anthony Convent Girls' Inter College, Prayagraj, Uttar Pradesh**
*(April 2021 – July 2025)*

- Responsible for overall functioning of the college library including **circulation, accessioning, cataloguing, classification, and maintenance of records**.
- Assisted students and teaching staff in locating academic resources and reference materials.
- Maintained library discipline, stock registers, issue–return records, and periodical management.
- Contributed to library automation and digitization support using standard library management software.
- Ensured smooth day-to-day academic support services in alignment with institutional requirements.

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## Library Intern

**Mahila Maha Vidyalaya, Banaras Hindu University, Varanasi**
*(July 2015 – June 2016)*

- Received practical training in **academic library practices** under a Central University setup.
- Assisted in cataloguing, classification, shelving, circulation, and reference services.
- Gained exposure to **digital resources, library software, and user services**.
- Supported senior library staff in maintaining records and assisting faculty and students.

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# Technical & Professional Skills

- Library Management Systems: **Koha, DSpace, NewGenLib**
- Library Operations: Cataloguing, Classification, Circulation, Stock Verification
- Digital Libraries & Institutional Repositories
- Computer Skills: **MS Word, Excel, PowerPoint**
- Typing Speed: **30 WPM (Hindi & English)**

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# Training & Certifications

- **Course on Computer Concepts (CCC)** – National Institute of Electronics & Information Technology (NIELIT), Government of India
- **Advance Diploma in Computer Applications (ADCA)--** B.R. Ambedkar Computer Saksharta Mission
- **Post Graduate Diploma in Computer Applications (PGDCA)** – B.R. Ambedkar Computer Saksharta Mission

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# Languages Known

- Hindi
- English
- German (Basic Reading Knowledge)

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# Extra-Curricular & Interests

- Academic reading and knowledge enhancement
- Volunteering in educational environments
- Cooking and cultural exploration
- Travelling and film appreciation