

PRADEEP KUMAR

LIBRARY & INFORMATION SCIENCE PROFESSIONAL

Dedicated and result-oriented Library & Information Science professional with **20 years** of rich experience in the Indian Air Force. Skilled in managing libraries, information resources, digital services and library automation. UGC-NET qualified with advanced knowledge in library management, information organization and computer applications. Seeking the position of College Librarian to contribute to academic excellence and foster a knowledge-driven environment.

CONTACT

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Jaipur, India

PROFESSIONAL SKILLS

- Library Management
- Classification & Cataloguing
- Information Retrieval
- Reference & User Services
- Collection Development
- Circulation & OPAC
- Digital Library Services
- Documentation & Records Management
- Library Automation (Koha)
- User Orientation & Information Literacy
- Stock Verification & Inventory Control

TECHNICAL SKILLS

- Koha (Integrated Library System)
- INFLIBNET, NDLI, e-ShodhSindhu
- DSpace (Digital Repository)
- MS Office (Word, Excel, PowerPoint)
- Internet & Online Research
- PGDCA – Computer Applications
- Basic Web & IT Tools

PERSONAL DETAILS

Father's Name	: SARDARA RAM
Date of Birth	: 10 December 1986
Nationality	: Indian
Marital Status	: Married
Languages Known	: Hindi, English

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

EDUCATION & QUALIFICATIONS

QUALIFICATION	INSTITUTION	YEAR	RESULT
UGC-NET (Library & Information Science)	NTA	2023	Qualified
Master of Library & Information Science (MLIS)	IGNOU	2023	63%
Bachelor of Library & Information Science (BLIS)	IGNOU	2021	67%
Post Graduate Diploma in Computer Application (PGDCA)	IGNOU	2023	58%
Master of Science (Geography)	IGNOU	2026	72%
Bachelor of Education (B.Ed.)	SPPU	2025	8.70 (CGPA)

PROFESSIONAL EXPERIENCE

INDIAN AIR FORCE

20 Years (2005 – 2025)

Librarian

- Total experience in Indian Air Force: 20 Years (2005 – 2025)
- Experience as Librarian: 5 Years (2020 – 2025)
- Managed and administered libraries supporting officers & staff with diverse information needs.
- Handled acquisition, cataloguing, classification and circulation of books, journals and digital resources.
- Developed and maintained an organized, accessible and user-friendly library environment.
- Provided reference and information services to support academic and professional activities.
- Managed digital resources, online databases and library automation systems.
- Worked with Koha ILS for library automation and OPAC management.
- Prepared reports, maintained library records, and ensured stock verification and inventory management.
- Conducted user orientation, information literacy sessions and reading promotion activities.
- Demonstrated discipline, leadership, teamwork and commitment to excellence throughout the service.

CERTIFICATIONS & ACHIEVEMENTS

- UGC-NET Qualified in Library & Information Science (2023).
- PGDCA from IGNOU to enhance computer and IT skills.
- Actively participated in various training programmes, seminars and workshops related to library management, digital resources and IT applications.

AREA OF INTEREST

- Academic Librarianship
- Library Automation
- Digital Libraries
- Knowledge Organization
- Information Management
- User Services

REFERENCES

References will be furnished on request.