CURRICULUM-VITAE

Manwar Ali

Email: manwar.rihan@gmail.com
LinkedIn: linkedin.com/in/manwarali0620
Mob: 9910910620, 9990786723



PERSONALITY PROFILE

Results-driven professional with 7+ years of work experience and strong educational qualifications. Committed to delivering excellence in all assigned responsibilities, consistently striving to perform at the highest level while embracing continuous learning and growth**.**

PROFESSIONAL QUALIFICATION/ CERTIFICATION:-

PROGRAMME	UNIVERSITY / BOARD	YEAR	Div.	%
M.Lib.I.Sc. (Master of Library & Information Science)	Annamalai University	2019	1st	60
B.Lib.I.Sc. (Bachelor of Library & Information Science)	Annamalai University	2016	1st	60

ACADEMIC QUALIFICATION:-

PROGRAMME	UNIVERSITY / BOARD	YEAR	Div.	%
M.A (Hindi)	Jamia Millia Islamia, New Delhi	2015	2nd	55
B.A (H) Hindi	Dyal Singh College, University of Delhi	2012	3rd	45
Intermediate (12th)	CBSE	2009	2nd	52
High School(10th)	CBSE	2007	2nd	50

EXPERIENCE/ TRAINING (In reverse chronology) Total Ex. 7+ Years:-

DESIGNATION / POST	INSTITUTE / ORGANIZATION	FROM	TO
Library Professional Assistant	Chandigarh University, Punjab	07-May-2024	06-Dec-2025
Library Professional Assistant	Indian Institute of Science Education and Research (IISER) Mohali	03-Oct-2022	06-May-2024
Library Trainee (Degree)	Delhi Technological University, Delhi	14-Jan-2019	15-Jan-2022
Junior Library Intern	Indira Gandhi National Open University (IGNOU), New Delhi	31-Aug- 2017	28-Feb-2018

ADDITIONAL QUALIFICATIONS:-

1. One-year Diploma in Computer Application (**DCA**).
2. Course on Computer Concept **(CCC)** from **NIELIT.**
3. One-year certificate course in the **Urdu language** from **Urdu Academy Delhi**.

SOFTWARE / TECHNOLOGY / SKILLS:-

- **Library Automation:** Skilled in using **Libsys** and **Koha** for library management and automation software.
- **Database Management:** Proficient in **data uploading, updating, and Maintenance** using **DSpace, ShodhGanga, National Digital Library (NDL), and IRINS**.
- **RFID Technology**: To streamline library operations, including **automated check-in/check-out, inventory management, and anti-theft security**.
- **Operating Systems:** Hands-on experience with **Windows & Ubuntu**.
- **Academic & Research Tools:** Familiar with **Grammarly, Turnitin, and MyLOFT** for plagiarism checks and academic support.
- **Productivity Software:** Advanced skills in **MS Office Suite (Word, Excel, PowerPoint, and Outlook)** and related tools.
- **Internet & Networking:** Knowledge of **internet protocols, digital repositories, and web-based library services**.
- **Social media:** Manage the institution's **social media handles**, **creating and publishing** content to enhance online visibility and engagement.
- **E-Resources & Database Management:** Managed procurement, subscriptions, and timely renewal of e-resources and online databases
- **Government e-Office System:** Hands-on experience in handling files through the Government e-File / e-Office system.

WORKSHOP / SEMINAR / CONFERENCE ATTENDED:-

1. One-Day Awareness Programme on **ORCID and INFLIBNET** Services for Scholarly Communities at IISER Mohali on 07th November 2023.
2. Three days' Workshop on **"Hands-on training Programme on Koha and DSpace''** in IISER) Mohali Punjab from 12-14 July 2023.
3. Attended workshop on **E-Resources: A Gateway for Research,** 2nd- 6th September 2019, at Central Library, Delhi Technological University.
4. Attend a **2-Days AI Tools Workshop by be10X** on 13th and 14th July 2024.

PERSONAL DETAILS:-

Father's Name:	Mohd Ramzan
Mother's Name:	Khairun
DOB:	07.06.1992
Gender:	Male
Nationality:	Indian
Language known:	Hindi, English, Urdu
Permanent Address:	C-290, Gali No. 6, Brijpuri Karawal Nagar, North- East Delhi-110094.

REFERENCES:-

1. Dr. P. Visakhi, Librarian, Indian Institute of Science Education and Research (IISER) Mohali, Punjab
   E-mail: visakhi@iisermohali.ac.in, Contact: +91 9779981971

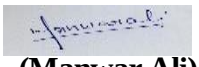
2. Dr. Kulwinder Singh, Deputy Librarian, Chandigarh University, Mohali, Punjab
   E-mail: deputylibrarian@cumail.in, Contact: +91-9815533666

3. Ramakant Shukla, Librarian, Delhi Technological University (DTU), Delhi 110042.
   E-mail: ramakant.shukla@gmail.com, Contact: +91 9560315000

DECLARATION:-

I undertake that the above information is true to the best of my knowledge and belief.

Date: …….
Place: ……..



(Manwar Ali)