

KARTAR SINGH

Information Professional

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To serve as a knowledge provider using the competencies and skills gained through my library and information science degree, in an ethical manner as promptly as possible and to the best of my ability to all those in need of information while striving to equip myself with the latest developments in the field of LIS.

Education Qualification

- **Post Graduation Diploma in Computer Application-PGDCA 2024-2025,** Tecnia Institute of Advanced Study- IGNOU, Rohini New Delhi.
- **Maters in Library and Information Science -MLISc (Oct-2023),** Department of Library and Information Science- University of Delhi with 62%.
- **Bachelors in Library and Information Science -BLISc (Oct-2022),** Department of Library and Information Science- University of Delhi with 66%.
- **BA(Hon's) Political Science (July-2022),** Shivaji College, University of Delhi with 73%.
- **Higher Secondary Certificate-CBSE (May 2018)** Govt Boys Sen Sec School Adarsh Nagar Delhi with 81%.
- **Secondary School Certificate -CBSE (May 2016)** Govt Boys Sen Sec School Adarsh Nagar Delhi with 74%.

Professional Experience

- **Semi Professional Assistant (SPA) – September 2025- Present,** Institute Library- RIE, NCERT Ajmer, Rajasthan.
- **Library Assistant –23 April 2024- 30 August 2025,** Queen Marry's College of Pharmacy, Ajmer
- **Library Assistant – May 2024-April 2025,** Panipat Institute of Engineering and Technology |Panipat, Haryana.
- **Library Professional Intern -Oct 2023-May 2024,** Ashok University, Sonipat, Haryana.

Certification

- Certification of training program on **DSPACE-Digital Repository Software**, eLibSol India and Digital Resources & Training Centre **(DRTC)** from 12-13 April 2025.
- Certificate of Participation in **Koha Admin Training**, Conducted by Best Book Buddies,17/01/2025.
- Certification of **Organizing International Conference** on Open Access as a Knowledge Platform for SDGs, Ashoka University, 06/March/2024.

Skills

- Working Knowledge of Installation, Customization, & Data Migration of Koha, DSpace, OJS, OMP.
- Working Experience in RFID System – Security (EM) Gate Tunning, Tagging.
- Working Knowledge of Remote Access Platforms – Knimbus, Refread, RemoteXs, MyLoft, INFED.
- Working Knowledge of Content Management Systems – WordPress, Drupal
- Working Knowledge of ONOS, IRINS, Biblioshiny
- Working Knowledge of Reference Management Tools – Zotero, Mendeley, EndNote.
- Working Knowledge of Abstract & Citation Databases – Scopus, WoS, PubMed etc. Proficient with Microsoft 365 and Google Apps.
- Proficient with Content Editors – Canva and Photoshop

References

- Prof. Rakesh Kumar Bhatt- Senior Professor, Department of LIS, University of Delhi drbhattrk63@gmail.com, 9968313330.
- Mr. Bhupinder Kumar – Deputy Librarian, Ashoka University bhupinder.kumar@ashoka.edu.in, 9999799789.

DECLARATION– I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

Place: New Delhi

Date:



(Kartar Singh)