# PARITA SHAH



## CONTACT


Sharjah UAE

+971 541684550, +917984012370

shahparita29@gmail.com

www.linkedin.com/in/parita/


## SKILLS

- Library systems: Cataloging, circulation, acquisitions, interlibrary loans, shelving, weeding
- Metadata and tools: MARC records, Dewey Decimal, classification, digital archives, database
- Document control: Filing, indexing, version control, retention, audit readiness, SOPs
- Office and data: MS Office 365, spreadsheets, data entry, reporting, email management
- Service and admin: Front desk, inquiries, fines handling, cash handling, inventory, scheduling

## PERSONAL DETAILS

**Nationality:** Indian
**Gender:** Female

## LANGUAGES

**English**

Fluent

**Hindi**

Fluent

**Gujarati**

Native

## PROFESSIONAL SUMMARY


Assistant Librarian with 8+ years of experience in cataloging, circulation, and digital archives, now seeking library, records, or document control roles. Skilled in metadata standards, LMS operations, records retention, and stakeholder support; recognized for accurate data entry, clear communication, and customer service. Brings MBA-level business understanding for process improvement and service quality.


## WORK HISTORY

**Librarian** **2/2026 - Current**
**Pakistan Islamia higher Secondary School, UAE**

- Managed library documents, records, and filing systems efficiently
- Performed data entry for library automation and digital catalogue systems
- Assisted in document control, record tracking, and information management
- Maintained accurate borrowing, return, and inventory records
- Maintained confidential records and administrative documentation properly

**Library Assistant** **10/2016 - 08/2022**
**Navrachna University - Gujarat, India**

- Managed circulation desk: check-in/out, membership, fines processing, and patron inquiries.
- Performed acquisitions intake, labeling, barcoding, and shelf-ready preparation for new materials.
- Inspected and repaired materials; organized shelves by classification and maintained periodicals.
- Assisted users with digital resources, search strategies, and database access.

**Library Assistant** 10/2014 - 09/2016
**DJMIT -** Gujarat, India

- Handled circulation operations and account setup; supported special requests and holds.
- Maintained digital archives and databases; ensured accurate metadata and indexing.
- Updated periodical displays; archived or disposed of old issues per policy.

## EDUCATION

**Masters of Business management (2022 - 2024)**
**University of Essex** - Southend-on-Sea, UK

**Master of Library & Information Science**
**MS University** - India

**Bachelor of Science, Library Science**
**MS University** - India

## UAE/EMPLOYER PREFERENCES

- **Availability:** Immediate interviews; notice negotiable.