RESUME



PRAVAT RANJAN PATRA
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Career Objective:
Seeking a position as a Library Professional where I can leverage my experience, skills, and knowledge to contribute to the organization's success while growing professionally and personally.

Current Employment

Library Professional Assistant
Indian Institute of Management (IIM), Indore
19th June, 2026 – At Present

Responsibilities:

Circulation In-Charge:

As Circulation In-Charge, I have helped manage circulation services smoothly, ensuring users have a positive experience and the library runs efficiently.

Professional Experience

1. **Library Professional Assistant**
   Indian Institute of Management (IIM), Indore
   29th April, 2023 – 28th April, 2026

Key Responsibilities:

Case and Reading Material Management:

- Provide access to case studies and reading materials for various courses, sourcing content from library resources and external websites.
- Respond to user requests for articles and e-journals via email, ensuring timely delivery of resources.
- Assist in the procurement of case studies from institutions like Harvard Business School and Darden, supporting course needs.
- Aid in budget collection and process invoices related to case purchases, maintaining accurate financial records.
- Databases: Check the list of databases available, which often include academic journals, e-books, and other digital materials. Help users access all the e-resources available through the library.

Circulation In-Charge:

As Circulation In-Charge, I have helped manage circulation services smoothly, ensuring users have a positive experience and the library runs efficiently.

My key contributions include:

Circulation Oversight:

- Successfully managed all circulation functions, ensuring seamless check-outs, returns, and renewals.
- Streamlined membership account creation, ensuring accurate data entry and prompt activation,
- Help users in navigating the OPAC, troubleshooting issues as occurs.

Software and System Maintenance:

- Oversee the backup and maintenance of library software and LED screens, ensuring optimal performance.
- Communicating with IT staff to address ICT issues for smooth operations.

Lost Books Recovery and Overdue Management:

- Fallow and execute strategies for recovering lost books, including effective communication with patrons and tracking of items.
- Manage overdue charges and fines, facilitate clearance processes for patrons with overdue items, promoting account renewals and library access.

Information Organization:

- Facilitating newspaper clippings relevant to the Indian Institutes of Management.
- Rendering print journals and magazines subscription issues time to time.
- Shelf reading and rectification of print materials to ensure the proper access and organization.

RFID-Based Smart Card & Patron Traffic Counter (PTC) Management

- Issuance, activation, and maintenance of **RFID-based smart cards** for patrons.
- Monitoring and validating **Patron Traffic Counter (PTC)** data for daily and monthly footfall analysis.
- Generating usage statistics to support **management reporting and decision-making**.
- Coordinating with vendors and IT teams for troubleshooting RFID and PTC-related issues.

Book Exhibition Coordination & Acquisition Support

- Actively contributed to the successful organization of the Library Book Exhibition.
- Managed the overall book recommendation process, coordinating with faculty and users.
- Performed data entry, compilation, verification, and duplication checks of recommended titles.
- Prepared consolidated and vendor-wise finalized book lists for procurement processing.
- Ensured accuracy in bibliographic and pricing details before submission for acquisition.

Management & Verification of Learning Centre (LC) Assets

- Assisting in asset tagging, movement tracking, and documentation for audits and inspections.

Labelling and Managing Office Files

- Systematic **labelling, indexing, and categorization** of office and administrative files.

Support in KOHA and New LMS Implementation

- Assisted in **data preparation, verification, and migration** during KOHA / new LMS implementation.

2. Library Apprentice
National Institute of Science Education and Research (NISER), Central Library
Bhubaneswar, Odisha
February 7, 2022 – February 6, 2023

- Accession and process of new and contingency books.
- Classified books using the Universal Decimal Classification (UDC) scheme and catalogued them accordingly.
- Managed book circulation using RFID technology and Koha software, including membership creation, book issue, returns, renewals, and NOCs.
- Maintained and organized book shelves to ensure easy access and usability.
- Performed plagiarism checks using iThenticate software.
- Uploaded theses and dissertations to DSpace for digital archiving.
- Provided information and assistance to users regarding library resources and services.
- Independently manage a branch library, including Maintenance of book shelf, Issue, Returns, Renewal of books and provide information to all student and staff of the branch.

Educational Qualifications

Year	Degree	College/Institution	Board/University	Percentage
2006	10th	Jay Ram High School, Karilopatna	B.S.E, Odisha	52.25%
2008	12th	Karilopatna College, Kendrapara	C.H.S.E, Odisha	55.88%
2011	Bachelor of Arts (Honours)	Karilopatna College, Kendrapara	Utkal University, Bhubaneswar, Odisha	49.72%
2017	Master of Arts (Political Science)	Indira Gandhi National Open University (IGNOU)	IGNOU	63.30%
2019	Bachelor of Library & Information Science (BLIS)	Pandit Nilakantha College of Library & Information Science	Utkal University, Bhubaneswar, Odisha	67.25%
2020	Master of Library & Information Science (MLIS)	Pandit Nilakantha College of Library & Information Science	Utkal University, Bhubaneswar, Odisha	66.62%

Qualifications / Eligibility

- MP SET (Madhya Pradesh State Eligibility Test), 2025

Publication

Conference Papers

- Impact of AI on Library Management and the Future of Library Automation. Presented at the Online Conference on 'Libraries, Education, and AI: Bridging the Gap Between Knowledge and Technology,' organized by Rajiv Gandhi National University of Law (RGNUL), Punjab, in collaboration with the Association of Indian Law Libraries (AILL).

Technical Qualifications

- Post Graduate Diploma in Computer Applications (PGDCA) & TALLY ERP 9.0

Skills

- Software Proficiency: Virtua (VTLS), Koha, iThenticate, DSpace
- Cataloguing (AACR2) and Classification (UDC, DDC, CC)
- Circulation Management
- Book Processing and Shelf Maintenance
- User Support and Information Services

Interests

- Social Work
- Badminton, Chess
- Listening to Music, Watching Movies, Internet Surfing
- Traveling, Visiting Book Fairs

Strengths

- Diligent and Honest
- Flexible and Quick Learner
- Team Player

Personal Details

- Father's Name: Dharanidhar Patra
- Mother's Name: Santilata Patra
- Date of Birth: June 5, 1990
- Gender: Male
- Nationality: Indian
- Languages: Odia, English, Hindi

Permanent Address:

C/o Dharanidhar Patra
AT-Hantapara, PO-Karilopatna,
DIST-Kendrapara, Odisha, PIN-754223

Present Address:

IIM Indore, Library, Prabandh Shikhar, Rau-Pithampur Road Indore - 453556, Madhya Pradesh, India.

Declaration

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

Place: Signature:

Date: Pravat Ranjan Patra