DEEPIKA JAISWAL

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PROFESSIONAL SUMMARY

Detail-oriented information management professional with over 2 years of progressive experience in library services, data management, and digital systems implementation. Currently serving as Young Professional at the Office of the Comptroller and Auditor General of India (C&AG), Kolkata. Demonstrated expertise in data analysis, documentation, research, and capacity building and training and stakeholder coordination. Seeking to contribute analytical skills and project management capabilities to the CAG Young Professionals Programme 2026-28, with a focus on urban financial reform and governance initiatives.

PROFESSIONAL EXPERIENCE

- **Young Professional-** **July 2024 – July 2026**

  (Office of the Comptroller and Auditor General of India (C&AG), Kolkata)

  - Authored and submitted research paper: "Use of GIS in Auditing Local Bodies"
  - Developed Structured Training Module on geo-spatial analysis using open-source GIS technologies
  - Initiated research on Transport Sector
  - Supported implementation of One Nation One Subscription (ONOS) initiative at RCBKI, Kolkata, expanding access to scholarly databases and strengthening research infrastructure for officials, scholars, and students
  - Contributed to Knowledge resource center of RCBKI, Kolkata by doing cataloguing and library management, accession register
  - Actively involved and assisted in all capacity building cum training programmes of RCBKI, Kolkata.

- **School Librarian-** **July 2022 – May 2023**

  - Managed library operations including cataloging, circulation, and record maintenance for 500+ users
  - Implemented digital library management systems to streamline operations and improve accessibility
  - Developed documentation protocols and maintained comprehensive records of library materials
  - Coordinated with faculty and administration to support educational programs and information needs
  - Trained students and staff on effective information retrieval and research methodologies

- **Internships** **2021 – 2022**
  (Indian Statistical Institute, Kolkata & IIT-BHU, Varanasi)
  - Gained hands-on experience in academic library operations and information systems management
  - Assisted with data organization, digital resource management, and research support services
  - Developed proficiency in library automation software and database management systems

EDUCATION

Degree	School/College/Board/University	Passing year	Percentage/CGPA
Diploma in Library Automation and Networking (DLAN)	Centre for Distance and Virtual Learning (University of Hyderabad)	2023	67.5 %
Master of Library and Information Science (MLISc)	SHPT School of Library and Information Science/ SNDT Women' S University, Maharashtra	2022	65.05 %
Bachelor of Arts (Political Science)	Banaras Hindu University (BHU)	2019	74.09 %
Higher Secondary Certificate (HSC)	Central Hindu School/ CBSE Board	2016	81%
Secondary School certificate (SSC)	St. Xavier's High School /CBSE Board	2014	76 %

KEY SKILLS & COMPETENCIES

- Qualified in UGC National Eligibility test in the subject of "Library and information Science" with 90.34 percentile in the year of December 2024.

Technical Skills

- Data Analysis & Visualization
- MS Office Suite (Word, Excel, PowerPoint)
- Database Management (Web of Science, Scopus, Google Scholar)
- Library Management Systems (Koha, LibSys, DSpace)
- HTML & System Software (Windows, Linux)

- Google Workspace (Sheets, Docs, Forms, Drive)

Professional Skills

- Research & Analytical Thinking
- Project Planning & Execution
- Documentation & Report Writing
- Stakeholder Communication & Liaison
- Presentation & Public Speaking
- Time Management & Adaptability

ACADEMIC PROJECTS & RESEARCH

- ***Dissertation:*** "*Content Analysis of Central Universities Library Websites in North India"* - Conducted comprehensive research analyzing digital platforms and information accessibility
- ***Website Development:*** Created functional website for Raja Ram Mohan Roy Library Foundation, demonstrating digital literacy and web design capabilities
- ***Digital Resource Creation:*** Developed virtual library bookshelf on Political Science, showcasing information organization and user experience design
- ***Published Research Paper on GIS Applications*** – Authored and successfully submitted research paper titled "Use of GIS in Auditing Local Bodies," examining geospatial technology integration in local governance auditing processes
- ***Curriculum Development*** – Designed and developed comprehensive Structured Training Module (STM) on "Geo-Spatial Analysis using Open-Source GIS and Related Technologies" for capacity building initiatives
- ***Ongoing Research Initiative*** **–** Conceptualized research paper on Transport Sector applications.
- ***Knowledge Management Initiative*** **–** Contributed to the implementation of One Nation One Subscription (ONOS) program at RCBKI, Kolkata, establishing centralized access to scholarly research databases, CAG reports, policy documents, and academic journals for researchers, students, and government officials; significantly enhanced institutional research infrastructure and capacity-building capabilities

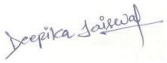
ADDITIONAL ACTIVITIES

- Participated in Youth Parliament at Banaras Hindu University, demonstrating interest in governance and policy
- Completed First Aid Training Course, showcasing commitment to community service
- Active participant in academic quiz competitions (TechNex-IIT BHU**)**
- Participated and stood 3rd place, in Extempore speech on the event of Hindi pakhwada 2025 at CAGs RCBKI, Kolkata

PERSONAL INFORMATION

Date of Birth: 22 August 1998 (Age: 27 years)
Nationality: Indian
Languages: Hindi (Native), English (Fluent)
Marital Status: Single

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

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Deepika Jaiswal

Date: 25/07/2026