YOGESH

(UGC-NET QUALIFIED)
RZ-85, Street No.: 9, Nand Vihar, Behind Dwarka Metro Station,
New Delhi-110078
8802242240
Yashlib07@gmail.com

OBJECTIVE

Dedicated Library Services Professional with over 4 years of experience in managing library operations, offering expert knowledge of cataloging, information retrieval, and user services. Eager to leverage skills in a challenging environment that emphasizes organization, resource management, and customer-focused solutions.

PERSONAL DETAILS

Father's Name - Mr. Udai Singh
Language Known - Hindi & English
Marital Status - Married
Nationality – Indian
Date of Birth-13/09/1994

SKILLS

- Koha
- E-Granthalaya
- MS Office

WORK EXPERIENCE

Young Professional (Library)
Rashtrapati Bhavan
(January 2025-Present)
•Maintenance of Library Material •Circulation •Classification • Data Modification & Verification(E-Granthalaya 4.0) • Shelving & Shelf rectification • Any other duties assigned by the supervising officer

Library Clerk
Union Public Service Commission (UPSC)
(July 2023-January 2025)
• Classification (DDC 23rd Ed.) • Shelving & Shelf rectification •Photo Section • Data Modification & Verification •Newspaper clippings •members registration • Confidential file handling • Cataloguing/Barcoding (E-Granthalaya 3.0) • Circulation

Semi Professional Assistant
National Council of Educational Research and Training (NCERT)
(01/06/2023-30/06/2023)
•Classification (DDC 19th Ed.)• Cataloguing (KOHA) •Circulation •Shelving & Shelf rectification •Maintenance of Library Material • Data Verification

Assistant Librarian
Sant Hari Dass College of Higher Education
(March 2021- March 2023)
•Circulation •Classification (DDC 19th Ed.) •Cataloguing/Barcoding (KOHA) •Reference Service •Maintenance of Library Material •Provide essential documents to faculty & students • DELNET • Journal/Serials subscription • Maintain Digital & Manual Work • Shelving & Shelf rectification
❁Certificate of Appreciation (Promising Librarian Award)

Library Trainee
Nehru Memorial Museum & Library (Pradhanmantri Sangrahalaya)
(October 2019 - January 2020)
•Acquisition •Classification (DDC 21st Ed.) •Cataloguing (KOHA) •Circulation •Reference Service •Photo/Microfilm Service •Shelving and organizing •Maintenance of Library Material,

EDUCATION QUALIFICATION

1. O-level -NIELIT (2022)
2. Master of Library and Information Science (M.Lib.I.Sc) - Annamalai University (2021)
3. Bachelor of Library and Information Science (BLIS) - IGNOU (2020)
4. B.A – IGNOU (2018)
5. 12th – NIOS (2013)
6. 10th – NIOS (2011)