## Ghanshyam Kumar

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## Professional Summary


Dynamic and detail-oriented library professional with over 3 years of experience in library operations, resource management, and information services. Skilled in leveraging technology, such as Libsys and Koha, to optimize library functions. Passionate about supporting educational institutions and research scholars by ensuring seamless access to resources.


## Work Experience

### Assistant Librarian

East Point School | April 2023 – Present

- Manage and organize a comprehensive library system, ensuring efficient access to resources.

- Support users in accessing digital and physical resources effectively.

- Oversee cataloging and indexing to ensure up-to-date and accurate records.

### Library Apprentice

National Social Science Documentation Center (NASSDOC) | Feb 2020 – Aug 2021

- Performed diverse library functions, including circulation, acquisitions, classification, cataloging, and reference services.

- Provided research assistance to social science scholars and managed inter-library loan services.

- Conducted stock verification and created NOC certificates for library members.

### Library Trainee

Bureau of Indian Standards | May 2018 – June 2018

- Gained hands-on experience in library operations, including resource organization and assisting users.

## Education

### Post-Graduate Diploma in Library Automation and Networking (PGDLAN)
Indira Gandhi National Open University | 2023 | CGPA: 6.6/10

### Master of Library and Information Science (MLIS)
Indira Gandhi National Open University | 2022 | CGPA: 6.2/10

### Bachelor of Library and Information Science (BLISc)
University of Delhi | 2018 | CGPA: 5.6/10

### B.A. (Hons) Political Science
University of Delhi | 2017 | CGPA: 6.5/10

### Higher Secondary (12th), Arts
CBSE Board | 2014 | CGPA: 7.0/10

### High School (10th), Matriculation
CBSE Board | 2011 | CGPA: 7.4/10

## Technical Skills
- Library Management Software: Libsys, Koha, D-Space

- Reference Management Tools: Mendeley, Zotero

- Office Productivity: MS Word, Excel, PowerPoint

- Cataloging & Classification: Dewey Decimal & Library of Congress Classification systems

## Key Achievements
- Supervised six batches of vocational trainees at NASSDOC, ensuring comprehensive training and skill development.

- Created bibliographies, newspaper clippings, and theme-based research collections.

- Enhanced user engagement by streamlining library services at East Point School.

## Professional Projects

### NASSDOC Contributions
- Processed library memberships and facilitated book circulation.

- Managed inter-library loan services and supported literature searches.

- Completed stock verification tasks, ensuring library accuracy and efficiency.

### Documentation Work
- Current Content Vol. 3: Created 13 content compilations.

- Newspaper Clipping: Produced 4 analytical summaries.

- On-Demand Bibliographies: Completed 11 tailored research bibliographies.

## Certifications

- One-year Diploma in Computer Applications