RESUME

YOGENDRA MALVIYA

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PROFESSIONAL EXPERIENCE	
Professional Assistant	
08th September 2025 - Present	**Learning Resource Centre (LRC), (ISB), Hyderabad**
	Indian School of Business (ISB) Hyderabad, Telangana
Job Role	Handling counter work, reference queries, and database management, in the case study section activities, including CRF processing, Harvard course pack creation, and compilation of Harvard readings, coordinating with CCC and DRRC Masterfile for finalization of permissions, supporting course material management and related documentation tasks.
Library Trainee	
11th November 2024 – 20th August 2025	**Learning Resource Centre (LRC), IIM Tiruchirappalli**
	Indian Institute of Management Tiruchirappalli (IIM) Tiruchirappalli, Tamil Nadu.
Job Role	Handling circulation, acquisition, cataloguing, classification, and daily library operations, operating RFID-based systems and Libsys software, assisting with database and digital journal subscriptions, designing display templates for new arrivals and managing the digital repository, supporting annual stock verification activities.

INTERNSHIPS	
1st January, 2024 - 31st January, 2024	**Vikram Sarabhai Library (VSL), IIM Ahmedabad**
	Indian Institute of Management Ahmedabad (IIM) Ahmedabad, Gujarat, India.
	Gained exposure to IT systems, circulation, digital resources, reference services, user engagement, library administration, and print resource management.
30th May, 2023 - 21st June, 2023	**Central Library, IIT Delhi**
	Indian Institute of Technology (IIT), Delhi, India.
	Exposed to Reader Services, E-Resources, Research Support & Outreach, Collection Development, Computer Applications, Textbook & Book Bank sections, and thesis handling.

EDUCATIONAL QUALIFICATIONS	
2025 - Pursuing	**Post Graduate Diploma in Computer Applications (PGDCA),** Distance Mode
	Currently Pursuing
	Indira Gandhi National Open University (IGNOU), New Delhi, India
2022 – 2024	**Master of Library & Information Science (M. Lib. I. Sc.),** Regular Mode.
	7.79 CGPA, First Division.
	Central University of Tamil Nadu, Thiruvarur, India.
	Master's Thesis: *"Implementation and Use of Virtual Reference Service: A study on Vikram Sarabhai Library, IIM Ahmedabad, Gujarat"*
2019 – 2022	**Bachelor in Library and Information Science (B.Lib.I.Sc),** Distance Mode.
	64.11%, First Division
	Indira Gandhi National Open University (IGNOU), New Delhi, India

2016 – 2019	**Bachelor of Commerce (B.Com.),** Regular Mode.
	52.94%, Second Division.
	Jai Narain Vyas University (JNVU), Jodhpur, Rajasthan, India.
	Affiliated College: Faculty of Commerce - Old Campus, JNVU, Jodhpur, India.
2017	**Rajasthan State Certificate in Information Technology (RS – CIT),** Distance Mode
	67.00%, First Division.
	Vardhaman Mahaveer Open University (VMOU), Kota, Rajasthan.
2015 – 2016	**Senior Secondary (12th) in Commerce,** Regular Mode.
	62.80%, First Division.
	Rajasthan Board of Secondary Education, Ajmer, Rajasthan India.
	School: Shree Marudhar Kesri Senior Secondary School, Ranawas, Pali, Rajasthan.
2013 – 2014	**Secondary (10th),** Regular Mode
	51.00%, Second Division.
	Rajasthan Board of Secondary Education, Ajmer, Rajasthan.
	School: Government Secondary School, Gadana, Pali, Rajasthan.

PROFESSIONAL TECHNICAL SKILLS	
Library Automation Systems	Experienced in using Integrated Library Management Systems (ILMS) such as Libsys Koha and VTLS.
RFID and Circulation Management	Hands-on experience with RFID-enabled systems for self-check-in/check-out, and circulation management.
Cataloguing & Metadata Standards	Skilled in AACR2 and MARC 21 for bibliographic.
Classification Systems	Experienced with Dewey Decimal Classification (DDC) and Universal Decimal Classification (UDC).
Digital Libraries & Repositories	Working knowledge of platforms like DSpace, WordPress and Drupal for managing institutional repositories.
E-Resource Management	Familiar with subscription handling and providing access to e-journals, and databases.
OPAC	Competent in managing and guiding users through Online Public Access Catalogue (OPAC) systems.
Reference & Information Services	Proficient in virtual reference services, online chat assistance, and literature search support
Citation & Research Tools	Familiar with tools such as Zotero, Mendeley for bibliographic management
IT & Office Tools	Proficient in Microsoft Office (Word, Excel, PowerPoint), internet search strategies, ChatGPT and Canva.

PUBLICATION

Malviya, Yogendra & Sudhier, K. G. Online Chat Services in Academic Libraries: A Case Study of the Vikram Sarabhai Library, IIM- Ahmedabad, Gujarat. National seminar on Reimagining Libraries. 18-19 March, 2024. CUTN Central Library & ICSSR. Central University of Tamil Nadu, Tirvarur.
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Student Editor for the "*BIBLIOPHILE Newsletter*" of the Department of Library and Information Science, Central University of Tamil Nadu, Thiruvarur.

REFERENCES

Dr. Elavazhagan K	**Tulika Singh**
Librarian and Chief Knowledge Officer, Learning Resource Centre (LRC), Indian Institute of Management (IIM), Tiruchirappalli, Tamil Nadu, India. Email: ela@iimtrichy.ac.in Phone: +91 – 4312505045	Assistant Librarian, Learning Resource Centre (LRC), Indian Institute of Management (IIM), Tiruchirappalli, Tamil Nadu, India. Email: al@iimtrichy.ac.in Phone: +91 – 4312505195

PERSONAL INFORMATION	
Date of Birth	28th June 1999
Marital Status	Single
Father's Name	Raghunath Chandra Malviya
Mother's Name	Munni Devi Malviya
Language	Hindi, English, Marwari