Ruchi Prasad

Library and Information Professional

Mob: (+91)7209428038 | (+91)7004602922; Email: prasadruchi07@gmail.com ; Date of Birth:07/04/1996
Permanent Address: At Golpahari, Near Kundu Pual Taal, P.o- Jamshedpur, Jharkhand
Current Address: INFLIBNET Centre, Opposite to DA-IICT, Infocity, Gandhinagar, Gujarat

I'm a Library Professional, passionate about connecting people with knowledge and fostering a love for literature and learning. In my 3+ years of experience, I have gained knowledge in managing library operations and ensuring efficient workflows on my behalf.
I look forward to contributing my skills and knowledge to your esteemed institution and making a positive impact on the community we serve.
I am seeking a challenging position within a progressive library where I can contribute my expertise, and share my passion for library science, which would allow me to enhance my professional skills through constant learning.

Experience

Library Trainee — **Chennai, Tamil Nadu**
Central Library, Indian Institute of Technology, Madras (9^{th} June, 2022 – 27^{th} October, 2023)

Assistant Librarian — **Jamshedpur, Jharkhand**
Central Library, Arka Jain University, Jamshedpur (1^{st} December, 2023 – 1^{st} April, 2024)

Library Associate — **Gandhinagar, Gujarat**
INFLIBNET Centre, Gandhinagar (5^{th} April, 2024 – Till Date)

Education

- PGDiploma in Library and Information Management , *TISS,Maharashtra (Aggregate 79%)* — August 2024
- Master of Library and Information Science, *Kolhan University, Jharkhand (Aggregate 80%)* — December 2020
- Bachelor of Commerce in Accountancy Hons., *Kolhan University, Jharkhand (Aggregate 70%)* — July 2017
- Higher Secondary Examination, *BJM Carmel Academy (With aggregate 76.4%)* — May 2014
- Senior Secondary Examination, *BJM Carmel Academy (With aggregate 81%)* — May 2012

Project & Certification

- I completed a project entitled "Quality Parameters in Designing Professional E-learning Courses", a Vocational Training Program at Tata Steel Ltd., Jamshedpur.
- Attend 7 days workshop at IIT Kharagpur on Open Source Software for Library Management (OSSLM-2023)

Professional Skills

- Knowledge of MS Office, G-Suite
- Knowledge of Quillbot, QuestionPro, Grammarly and Turnitin
- Working Knowledge in ELIMS, VTLS, KOHA, DSpace, Libman
- Classification using UDC, DDC ; Installation and Customization of KOHA, DSpace.-

Soft Skills

- Adaptive and creative ; Good team player
- Optimistic and competent enough to achieve goals under deadlines
- An attitude to motivate people towards the accomplishment of targets
- Decision-making and time-management skills

Self Declaration

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