RESUME



VIKKY KUSHWAHA
Swastik Vihar Colony, Rau, Indore (M.P.) – 453331
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CAREER OBJECTIVE

To obtain a responsible and growth-oriented position in the field of **Library and Information Science**, where I can utilize my expertise in **library automation, digital resources management, e-resources subscription, and knowledge management** in a computerized library environment.

PROFESSIONAL SUMMARY

- **5+ years of experience** in Library and Information Services.
- Strong knowledge of **Library Automation (KOHA)**, Digital Library, and Institutional Repository development.
- Hands-on experience in **E-resources procurement, subscription, and management** (IEEE, ProQuest, EBSCO, etc.).
- Skilled in **plagiarism checking tools** (Turnitin, Drillbit, iThenticate).
- Expertise in **report generation, acquisitions, reference services, and DELNET ILL**.

WORK EXPERIENCE

Librarian
Indore Institute of Management & Research (IIMR), Indore
June 2023 – Present
Key Responsibilities:

- Managing library operations using **MasterSoft Library Management Software**.
- Procurement and subscription of databases and e-resources.
- Handling periodical section (Print & Digital Journals/Magazines/Newspapers).
- Managing subscription of databases such as **IEEE, EBSCO, ProQuest**.
- Conducting plagiarism checks using **Drillbit**.
- Developing **Institutional Repository / Digital Library**.
- Budget planning and allocation for library resources.
- Generating various library reports as per institutional requirements.
- Coordinating student/faculty library orientation and awareness programs.
- Acquisition of books, journals, and magazines.
- Vendor/publisher communication and negotiation.
- Monitoring IT assets and digital library infrastructure.

Library Assistant
Chandigarh University, Punjab
June 2022 – June 2023

- Assisted in circulation, acquisition, periodical, reference, and user support services.
- Helped in cataloguing, classification and database maintenance.
- Supported library automation and digital services.

Library Assistant
Galgotias College of Engineering & Technology (GCET), Greater Noida, U.P.
Sept 2021 – June 2022

- Managed circulation and reference desk services.
- Assisted in book processing, accessioning, and cataloguing.
- Helped in periodicals handling and database updates.

Librarian
Lakshmi Narain College of Technology (LNCT), Bhopal
March 2021 – Sept 2021

- Managed library services, circulation, and technical processing.
- Supported automation and report generation.

Librarian
Delhi Public School (DPS), Khurai, Sagar (M.P.)
Jan 2021 – March 2021

- Managed school library operations and student reading programs.
- Assisted students and faculty with learning resources.

Professional Trainee
Indraprastha Institute of Information Technology Delhi (IIITD), New Delhi
July 2019 – July 2020

- Supported library digitization, technical processing, and user services.
- Assisted in e-resource handling and library database work.
- Administrative & Housekeeping Operations, Acquisitions & Serials Control, Cataloging & Classification, Circulation Services, Reference & Information Services.

Professional Trainee
Jawaharlal Nehru Library, Dr. Harisingh Gour Central University, Sagar (M.P.)
Jan 2019 – April 2019

- Assisted in cataloguing, classification, and reference services.
- Supported library automation work.

EDUCATIONAL QUALIFICATIONS

- **M. Lib. I. Sc.** – Dr. Harisingh Gour Vishwavidyalaya, Sagar (Central University), 2019
- **B. Lib. I. Sc.** – Dr. Harisingh Gour Vishwavidyalaya, Sagar (Central University), 2018
- **B. A.** – Dr. Harisingh Gour Vishwavidyalaya, Sagar (Central University), 2017
- **PGDCA** – MCU, Bhopal, 2019
- **Diploma in Library Automation & Digitization** – IGNOU, New Delhi, 2024
- **12th (MP Board)** – 2014
- **10th (MP Board)** – 2012

QUALIFICATIONS / CERTIFICATIONS

- **UGC NET (Library & Information Science)** – June 2019

TECHNICAL & COMPUTER SKILLS

Library Software: KOHA, SOUL, DSpace, Drupal
Applications: MS Word, Excel, PowerPoint, MS Access, ERP Systems
Operating Systems: Windows, Linux/Ubuntu
Internet Skills: Online database search, e-journal searching, advanced search techniques
Library Work Expertise: Library Automation, Database Creation, Library Management

CORE COMPETENCIES

- Library Automation & Digital Library Management
- Institutional Repository Development
- E-Resources Management & Database Subscription
- Acquisition and Collection Development
- Plagiarism Checking & Research Support

- Periodical Management (Print + Digital)
- Library Reports and Data Management
- DELNET Inter Library Loan Services
- User Orientation & Training Programs

PUBLICATIONS

1. **Electronic Information Resources in Library and Information Science: A Critical Study.**
   International Journal of Research in Library Science (IJRLS), Volume 8, Issue 1, Jan–Mar 2022.
2. **Google scholarly contribution to scholarly pursuits: A comprehensive overview.** (2023).
   In B. Prata & N. Joshi (Eds.), *Digital Transformation in Libraries and Information Centers* (pp. 193–211).

HOBBIES & INTERESTS

- Reading Books, Journals, Magazines, Newspapers & Blogs
- Exploring new library technologies and digital tools

PERSONAL DETAILS

- Father's Name: Sh. Dev Lal Kushwaha
- Date of Birth: 05 July 1994
- Gender: Male
- Nationality: Indian
- Marital Status: Married
- Languages Known: Hindi & English
- Permanent Address: Sant Ravidas Ward, Khurai, Sagar (M.P.)

REFERENCES

1. **Dr. Suyash Jhawar --** Indore Institute of Management and Research, Indore, Madhya Pradesh
   Email: principaliimr@indoreinstitute.com | Mobile: 9300002414
2. **Mr. Vivek Kumar Yadav** – University Librarian, Chandigarh University, Mohali, Punjab
   Email: vivek.e11170@cumail.in | Mobile: 9455963365
3. **Dr. Mamta Rajput** – Librarian, Galgotias College of Engineering & Technology, Greater Noida, UP
   Email: mamta.rajput@galgotiacollege.edu | Mobile: 9873235322
4. **Mr. Rajendra Singh** – Library Manager, IIITD Delhi Library, New Delhi
   Email: rajendra@iiitd.ac.in | Mobile: 9899899334
5. **Dr. J. K. Mishra** – Professor, Dr. Harisingh Gour Central University, Sagar, MP
   Mobile: 9406520500
6. **Dr. Neelam Thapa** – Assistant Professor, Dr. Harisingh Gour Central University, Sagar, MP
   Email: nthapa@dhsgsu.edu.in | Mobile: 8989889400

DECLARATION

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

Place: Indore
Date: _____

(Vikky Kushwaha)