Ambikesh Pandey



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District.	:	Kushinagar - 274401; Uttar Pradesh
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E-mail.	:	Ambikeshpandey123@gmail.com
Date of Birth .	:	13-04-1994
Residential Address.	:	Krishna Puri ,Gothapatana, PO. Malipada, PS. Chandaka Bhubaneswar – 751029; Odisha

CAREER OBJECTIVE:

To achieve excellence in Librarianship and Information Science and contribute my best to the profession as well as the organization I serve.

PROFESSIONAL EXPERIENCE:

- Working as a Library Professional Assistant, at Birla Global University, Bhubaneswar, Odisha from 1-Feb- 2025 to Continue.
- Worked as a Library Assistant, at Birla Global University, Bhubaneswar, Odisha from 10-Aug 2018 to 30-Jan- 2025.

PROFESSIONAL SKILLS:

TECHNICAL PROCESSING:

- **Cataloguing:** Assigning bibliographic records to books using standardized classification systems (such as Dewey Decimal or Library of Congress) and integrating these records into the library's cataloguing system.
- **Classification**: Determining and assigning a call number to each book based on its subject matter. This helps in organizing books in a systematic manner so that they can be easily located by patrons.
- **Data Entry**: Entering and updating information in the library's management system. This includes record of books details, such as title, author, edition, and publisher, and managing the inventory of books.
- **Labelling**: Applying labels to books, including call number labels, barcodes, and other identifiers that facilitate the tracking and retrieval of items.
- **Physical Processing**: Preparing books for circulation by affixing protective covers, ensuring books are in good condition, and performing necessary repairs.

- **Processing Periodicals**: Handling similar tasks for periodicals, including checking-in issues, cataloguing, and ensuring proper storage and accessibility.
- **Preparing for Shelving**: Ensuring that books are shelved in their correct location and order, based on the classification system used by the library.
- **Payment Process**: Submit purchase relevant document to Account Department for payments.

CIRCULATION FUNCTIONS:

- Patron's creations
- check-outs, check-in and renewals of books,
- Report generation,
- No Dues certificates, through library management software such as Koha.

REFERENCE WORKS:

- Managing the reference desk, answering phone calls and responding to email
- CAS (Current Awareness Services)
- SDI (Selective Dissemination of Information)
- Helping students, faculty members, research scholars and staff to using online resources, library Catalogue and locate reference and reading materials. Guided to the patrons to maximum use of the library collections.
- Similarity & AI check through Turnitin tools.
- Preparation of Bibliometrics and Research Evaluation Data.
- Collection and Reporting of Research-Related Information
- Faculty Development fund Requisition processing
- New arrivals of Books display on new arrival section.

REPROGRAPHY WORKS:

- Handling reprography works (Xerox & Print) which is required to students /research scholar & staff.

DOCUMENTATION WORKS:

- Maintaining library records files and ensuring they are up to date.

SKILLS:

- Koha Library Management System
- D Space Institutional Repository
- Digital Library Management
- Cataloguing & Classification (AACR2, RDA, DDC)
- E-Resources Management
- MS Office (Word, Excel, PowerPoint)
- Data Analysis
- Canva (Graphic Design & Presentations)
- AI-powered Research Tools (Literature Search & Academic Writing)
- Research Support & Reference Management
- LinkedIn (Professional Networking & Personal Branding)

TRAINING AND WORKSHOP:

- 2 Days Virtual Workshop on, Library Cataloging Practical, Organized by Digital Resources and Training Center New Delhi Held on May 30-31-2026
- Five Days Workshop on Research Mythology Organized By Research & Development Cell, Birla Global University Bhubaneswar, Odisha On 1st Jun to 5th Jun 2026 .
- National Capacity Building Program on Research and Publications Organized By IIT-Dharwad Karnataka (8th Dec. 2025 to 19th Dec.2025)
- Five Days Online Training Program on Open Source Integrated Library Management Software KOHA organized by Jivesna Tech.Pvt.Ltd on 8th June to 12th June 2020 held at Jivesna's E-learning platform.

PROFESSIONAL QUALIFICATION:

- MLISc (Master of Library and Information Sciences) From UPRTOU, Allahabad 2020. ➢
- BLISc (Bachelor of Library and Information Sciences) From UPRTOU, Allahabad 2019.

EDUCATIONAL QUALIFICATION:

- BSc. (Bachelor of Science) From UPRTOU, Allahabad 2015
- Intermediate (12th Standard) UP Board Allahabad 2010.
- High School (10th Standard) UP Board Allahabad 2008.

TECHNICAL QUALIFICATION (COMPUTER KNOWLEDGE):

- ADCA (Advanced Diploma in Computer Application) From GIIT, Kushinagar,UP, 2014
- Advance Excel Traning Course From LCC, Bhubneswar Odisha 2026
- CCC (Course on Computer Concepts) From NIELIT, (National Institute of Electronic & Information Technology) Gorkhapur U.P, 2013.

LANGUAGE:

- English
- Hindi

REFERENCE:

- Mr. Jagadish Padhy, Maneger Admission, BGU Bhubaneswar, Odisha (E-mail:Jagadish.padhy@bgu.ac.in, Mob.No. 7381058307)
- Mr. Byas Mani Tripathy, Dy. Maneger IT, IMI, Bhubaneswar Odisha (E-Mail: byas.tripathy@gmail.com, Mob.No.9911656421)

DECLARATION:

I hereby solemnly declare that all the statements are true, complete and correct to best of my knowledge and belief.