ABHINESH CHOUDHARY

Library and Information Science Professional

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented Library and Information Science professional with practical experience in academic library operations, digital library services, electronic resource management, institutional repositories, cataloguing, and circulation services. Skilled in information retrieval, reference assistance, and supporting students and faculty in accessing academic and research resources effectively.

PROFESSIONAL EXPERIENCE

Library Professional Trainee
Dhirubhai Ambani University, Gandhinagar, Gujarat
August 2025 – July 2026

- Assisted in library circulation activities, including issue, return, reservation services, and overdue follow-up, while maintaining accurate stock records and supporting shelf management.
- Supported cataloguing and classification of new acquisitions using Koha, ensuring timely entry of records into the Library Management System.
- Facilitated Document Delivery Services (DDS) and Interlibrary Loan (ILL), coordinating with partner institutions for efficient resource sharing.
- Managed access and provided technical support for e-resources, including IEEE Xplore, ACM Digital Library, SpringerNatureLink, ScienceDirect, and INSPEC databases and COUNTER usage reports for monitoring and analyzing electronic resource usage.
- Assisted in the management of print and electronic journal collections, ensuring organised access and maintenance.
- Contributed to institutional repository development by uploading and managing faculty publications, theses, and dissertations.
- Digitised and archived institutional resources using archival management software following ISAD(G) standards for metadata creation and description.
- Assisted in uploading and quality checking of doctoral theses in Shodhganga (INFLIBNET) national repository.
- Supported procurement and acquisition processes, including book selection, vendor coordination, and order tracking.
- Provided reference and research assistance to students and faculty for effective resource discovery across print and digital collections.
- Coordinated resource guides, resource promotion activities, and daily/weekly updates under Information Access and Services to ensure effective user support.
- Contributed to current awareness services such as “Lest You Miss!” and ICT-WEB alerts for academic updates.
- Assisted students and faculty in accessing and utilising audiovisual academic resources.
- Developed and supported digital outreach by promoting library services and resources through Email, Facebook, LinkedIn, Instagram, and YouTube.
- Designed informational and promotional materials using Canva for library services and outreach activities.

- Utilised Turnitin software to check and generate plagiarism reports for academic and research materials.

INTERNSHIP

Vikram Sarabhai Library, Indian Institute of Management, Ahmedabad(IIMA), Gujarat
Library Internship || December' 2024 – January' 2025

CERTIFICATIONS (NPTEL / SWAYAM)

SWAYAM || BLI-221: Library Information and Society (4-Credit Course) offered by Indira Gandhi National Open University – Completed with 66% marks in the proctored examination (May 2024).

NPTEL || Science Communication: Research Productivity and Data Analytics using Open Source Software 12-Week Course, Jan–Apr 2025) – Completed with 72% score.

ACADEMIC EDUCATION

Master of Library & Information Science (M.LIB. I. Sc.)

Central University of Himachal Pradesh || 2024 – 2025 || 81.7% (First Class)

Bachelor of Library & Information Science (B.LIB. I. Sc.)

Central University of Himachal Pradesh || 2023 – 2024 || 84.7% (First Class)

Bachelor of Science (B.Sc.) with Chemistry

Govt. Postgraduate Degree College, Dharamshala (Affiliated to HPU, Shimla) | 2020–2023 || 65% (First Class)

Intermediate (12th Non–Medical)

Himachal Pradesh Board of School Education, Dharamshala || 2020 || 81.6% (First Class)

Matriculation (10th)

Himachal Pradesh Board of School Education, Dharamshala || 2018 || 84.71% (First Class)

TECHNICAL SKILLS

- Library Management Systems (LMS): Koha
- Institutional Repository Management (DSpace)
- Digital Archiving & Digitisation
- Cataloguing & Classification (DDC / CC/UDC/AACR2 / CCC/MARC - 21)
- Online Public Access Catalogue (OPAC)
- MS Office (Word, Excel, PowerPoint)
- Internet Research & Information Retrieval
- Reference & Information Services
- Current Awareness Services (CAS) & SDI Services
- Database Search (Google Scholar, Scopus, Web of Science – if used)
- Reference management Software (Zotero, Mendeley, EndNote)
- RStudio (Data Analysis & Visualization), Bibliometrix & Biblioshiny (Bibliometric Analysis)

SOFT SKILLS

- Communication Skills
- Strong Users Service Orientation ((Library Users Support))
- Organisation and Time Management
- Problem-Solving Ability
- Teamwork and Collaboration

LANGUAGE

English || Hindi

REFERENCES

Name: Dr. Shivarama Rao K
Designation: Professor, Central University of Himachal Pradesh
Email id: shiva.perla@gmail.com
Contact No.: +91-9552580028

Name: Dr. Rashmi T Kumbar
Designation: Librarian, Dhirubhai Ambani University, Gandhinagar
Email id: Rashmi_kumbar@dau.ac.in
Contact No.: +91-9825600176

DECLARATION

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

Date:

Place: