ANKUR MEENA

Library Apprentice | Aspiring Library Assistant or Library & Information Science Professional

+91 63780 93963 ◇ ankurmeena6378@gmail.com ◇ Jagatpura, Jaipur, Rajasthan, 302017, Jaipur, Rajasthan, India ◇
Gender: Male ◇ Open to Hybrid ◇ LinkedIn ID ◇ Portfolio Website:

PROFESSIONAL SUMMARY

Assisted in daily academic library operations, including circulation, cataloguing, classification, and user services. Supported digital library management, OPAC, information retrieval, stock verification, and electronic resource access using Koha and DSpace while ensuring efficient library services.

PROFESSIONAL EXPERIENCE-

Library Apprentice — Apr '25 — Present
Central Library, IIT Tirupati, Andhra Pradesh — Chittoor, Andhra Pradesh 517619, India

EDUCATION-

Master of Library and Information Science (M.LISc.) in Library and Information Science, University of Rajasthan — '26 Jaipur, India

Bachelor of Library and Information Science (B.LISc.) in Library and Information Science, Vardhman Mahaveer Open University (VMOU) (GPA: 66.13%) — '24 Kota, India

Bachelor of Science (B.Sc.) in Chemistry, Zoology & Botany, University of Kota (UOK) (GPA: 59.00%) — '21 India

Senior Secondary (Class XII) in Science (PCB), Rajasthan Board of Secondary Education (RBSE) (GPA: 55.00%) — '17 India

Secondary (Class X), Rajasthan Board of Secondary Education (RBSE) (GPA: 47.50%) — '15 India

CERTIFICATIONS

Post Graduate Diploma in Computer Applications (PGDCA), Prayagdas Tomar Computer Education Pvt. Ltd., Jabalpur (M.P.) — Jan '23

Rs-CIT Computer Certificate, VMOU Kota, Rajasthan — Jul '18

TECHNICAL SKILLS

Library Management Systems Koha (ILMS), DSpace (Institutional Repository), Greenstone (GSDL)
Library Operations Cataloguing, Classification, Circulation, Accessioning, Stock Verification, OPAC
Digital Library Digital Library Management, Institutional Repository, Electronic Resource Management
Research Tools JSTOR, IEEE Xplore, WorldCat Discovery, PressReader, Zotero
Academic Integrity Turnitin (Plagiarism Detection)
Productivity Tools Microsoft Office, Google Workspace, Grammarly
Information Services Reference Services, Information Retrieval, User Orientation, Research Support, collection development, interlibrary loan, information literacy, OPAC
Digitisation Document Scanning, Reprography, Digital Preservation
Professional Skills Communication, Teamwork, Problem-Solving, Time Management
Interests Reading books , Meditation , Information Technology, Research
Languages Hindi , English

CONFERENCES & WEBINARS ATTENDED

- National Conference on Innovative Library Technologies and Services (NCILTS 2024) Department of Library & Information Science, University of Rajasthan, Jaipur
- Webinar: "Knowledge Graphs: Connecting Information Over the Semantic Web" Organised by DELNET – July 2024
- Lecture: "AI-Based Tool for Literature Search and Systematic Review" Chakreshwar Saikia Central Library – June 2024

PROJECTS

• Digital Preservation Initiative – Led a project to digitise 5,000 legacy documents using Greenstone, resulting in a searchable online archive

AWARDS

• Awarded 'Best Apprentice' at Central Library, IIT Tirupati (2026) for outstanding service and innovation