MANISHA MURLIDHAR UIKE

Nagpur, Maharashtra, India | +91 8007302456 | uikeymanisha68@gmail.com

PROFESSIONAL SUMMARY

Library and Information Science professional with experience in academic libraries, digital resource management, and library automation systems. Skilled in cataloguing, classification, information retrieval, and digital repository management. Experienced in assisting researchers and students, managing digital collections, and preserving library materials. Committed to improving access to scholarly information and supporting research and learning environments.

KEY SKILLS

- Library Management Systems: Koha, Libsys, Libman
- Cataloguing and Classification: DDC, AACR2
- Digital Repository Management: Shodhganga
- Information Literacy and Research Assistance
- RFID Technology in Libraries
- Interlibrary Loan and Resource Sharing
- Digital Resource and Metadata Management
- Documentation and Library Record Management

PROFESSIONAL EXPERIENCE

Librarian - Central India Public School, Kapsi Nagpur **|** June 2026- Present
- Managed overall library operations for school and junior college students.
- Cataloged and classified books using Dewey Decimal System and maintained accession register.
- Handled daily issue, return and renewal of books for students and staff.
- Maintained stock register, budget records and prepared monthly reports.

Library Restorer – Maharashtra National Law University (MNLU), Nagpur | Feb 2026 – May 2026
- Examined the physical condition of books, manuscripts, and archival materials.
- Repaired torn pages and strengthened book bindings using conservation techniques.
- Preserved rare and valuable library materials to extend their life.
- Maintained records and documentation of restoration work.

Office Associate (Library) – Visvesvaraya National Institute of Technology (VNIT), Nagpur | May 2025 – Jan 2026
- Managed circulation, shelving, cataloging, and organization of library collections.
- Uploaded Ph.D. theses to the Shodhganga digital repository.
- Conducted library orientation sessions for students.
- Assisted users in locating print and electronic resources.

Library Trainee – Indian Institute of Management (IIM), Nagpur | May 2023 – May 2025
- Assisted students and faculty in accessing digital databases and research materials.
- Maintained inventory records of books, journals, and periodicals.
- Supported interlibrary loan and document delivery services.
- Managed digital resources using library management software.

Library Apprentice – Visvesvaraya National Institute of Technology (VNIT), Nagpur | Dec 2022 – Apr 2023
- Assisted with cataloguing, circulation, and user services.
- Organized and shelved books according to classification systems.
- Supported daily library operations and information services.

EDUCATION

- Research Scholar (Ph.D), [PET] RTM Nagpur University - 2025 Pursuing
- Master of Library and Information Science (MLISc), RTM Nagpur University – 2022
- Bachelor of Arts (BA), RTM Nagpur University – 2020
- Higher Secondary Certificate (HSC), Maharashtra State Board – 2017
- Secondary School Certificate (SSC), Maharashtra State Board – 2015

PUBLICATIONS

- Uikey, Manisha M. (2022). Koha Open Source Library Management System: A Study. Gurumauli Publication. ISBN: 978-93-82962-14-4.
- Uikey, Manisha M. (2022). A Study of Digital Library and its Utility in Education. International Journal of Advance and Applied Research. ISSN: 2347-7075.

CERTIFICATIONS

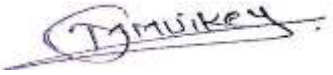
- MS-CIT – Maharashtra State Certificate in Information Technology
- Data Entry Operator Certification
- Typing Speed: English 40 WPM | Marathi 30 WPM

PERSONAL DETAILS

- Date of Birth: 14 September 1999
- Gender: Female
- Nationality: Indian
- Marital Status: Unmarried

DECLARATION

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



Please: Nagpur
Date:

Manisha M. Uike
(Signature)