Nadia Akhtar

SUMMARY

I'm a passionate and tech-savvy postgraduate student in Library and Information Science with practical experience in cataloguing, digital libraries and library automation. I'm proficient in Koha, Python, and HTML, and enjoy blending technology with creativity whether it's managing information systems or developing engagingcontent.
I bring a solid understanding of modern information services and a drive to keep learning and innovatingin the field.

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EDUCATION

- Master's in Library & Information Science - University of Calcutta 2023 - 2025
- B.A. (Hons) In History - Vidyasagar University - 2019 - 2022
- Higher Secondary - Aliganj R.R.B Girls School - 2019
- Secondary Educalion - Aliganj R.R.B Girls School - 2017

WORK EXPERIENCE

LIBRARY INTERN – UNIVERSITY OF CALCUTTA, CENTRAL LIBRARY (AUG 2025 – SEP 2025)

- Assisted with cataloguing, classification, and circulation tasks
- Supported Koha-based library automation system.
- Conducted information retrieval and reference assistance.
- Gained exposure to digital resources and integrated library systems.

SOFT SKILLS

- Problem solving.
- Strong communication and interpersonal skills.
- Team collaboration and adaptability.
- Time management and organizational skills.
- Quick learner with a proactive mindset

TECH SKILLS

Programming Languages: Basic knowledge of HTML and Python
Library Management System: Familiar with Koha – Integrated LibrarySystem
Productivity Tools: MS Office (Word, Excel, PowerPoint)
Reference Management Tools: Zotero (basic citation and bibliographymanagement)
Operating Systems: Windows, basic understanding of Linux
Internet Research: Ability to search and retrieve academic and generalinformation efficiently

WORKSHOPS & CERTIFICATIONS

- Internship Certificate – University of Calcutta Central Library (Aug–Sep 2025) *CLICK HERE*
- PG Degree Certificate: *CLICK HERE*
- B.Lib.I.Sc - M.Lib.I.Sc Marksheet *CLICK HERE*
- UG Degree Certificate: *CLICK HERE*
- UG Marksheet : *CLICK HERE*
- 12th Certificatr *CLICK HERE*

- 10TH CERTIFICATE *CLICK HERE*
- WORKSHOP ON “LIBRARY AUTOMATION AND MANAGEMENT” (FIVE-DAY NATIONAL WORKSHOP) *CLICK HERE*
- WORKSHOP ON “PATENTS, DESIGNS & TECHNOLOGY” – ORGANIZED BY IPR CELL *CLICK HERE*
- WORKSHOP ON “ACCELERATE YOUR RESEARCH WITH WEB OF SCIENCE” – CLARIVATE (AUG 2025) *CLICK HERE*
- TRAINING ON “IEEE XPLORE DIGITAL LIBRARY” – EBSCO INFORMATION SERVICES (AUG 2025) *CLICK HERE*