KalyaniSenapati

D.O.B:28/04/1999

Libraryprofessional

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Experiencedwith cataloguing and organizing library resources. Utilizesstronguser service and research ability and researchabilitiestosupportlibraryfuctionss .Knowledgeof librarysystemsandprocedures.Ensuringsmoothdayto day operations.

❖ WorkHistory:

- **Jan 2024 to Nov 2025-LibraryAssistant**
  Sahajpath College Of Pharmacy North 24 Pargana, West Bengal, 743234 ,India. Performed all Library Work.i.e. **1.Assisting in Circulation Work**
  - Issue and return of books
  - Maintaining circulation records

  2.Shelving and Shelf Arrangement
  - Arranging books according to classification system (e.g., DDC)
  - Shelf reading to maintain order

  3.Cataloguing and Classification Support
  - Assisting in assigning call numbers
  - Helping in data entry for catalog records (OPAC)

  4.User Assistance / Reference Service
  - Helping users to locate books and information
  - Answering basic reference queries

  5.Library Automation Work
  - Working with library software like Koha
  - Updating records in the system

  6.Digital Library Support
  - Assisting in uploading documents in DSpace
  - Managing e-resources

  7.Acquisition Support
  - Helping in book selection process
  - Maintaining accession register

  8.Serial Control Work
  - Handling journals, magazines, newspapers
  - Recording and organizing serial publications

  9.Stock Verification
  - Checking physical availability of books
  - Reporting missing or damaged books

  10.Library Maintenance

  - Maintaining proper environment for users

  11.Data Entry and Documentation
  - Maintaining records, files, and reports
  - Preparing simple statistics of library usage

  12.User Education / Orientation
  - Assisting in library orientation programs
    - Teaching users how to use OPAC and e-resources.

- **Jan2022toMar2023-Library Assistant**
  SabangSajanikantaMahavidyalaya,PaschimMedinipur,WestBengal,India

PerformedAllhousekeeping(i.e.

- Issue and return of books
- Maintaining circulation records
- Shelving and arrangement of books
- Shelf reading (checking proper order of books)
- Assisting in cataloguing and classification
- Data entry in library catalog (OPAC)
- Helping users to find books and information
- Providing basic reference service
- Working with library software like Koha
- Assisting in digital library work using DSpace
- Maintaining accession register
- Assisting in book acquisition process
- Handling journals, magazines, and newspapers
- Stock verification of library materials
- Maintaining library discipline and silence
- Keeping the library clean and organized
- Preparing reports and maintaining records
- Assisting in user orientation programs**.**

❖ Skill:

- KnowledgeofMS Office(Word,Excel,Powerpoint)
- KnowledgeofDiplomainComputerApplication.(OneYear)
- ClassificationusingDDC,UDC.
- WorkingknowledgeinKOHA,DSpace

❖ Language:

- Bengali
- Hindi
- English

❖ Education:

- **2021 MasterofLibraryandInformationScience**
  VidyasagarUniversity,WestBengal,India(WithAggregate76.30%)
- **2020 BachelorofLibraryandInformationScience**
  VidyasagarUniversity,WestBengal,India(WithAggregate72.88%)
- **2019 BachelorofArts:Bengali(H)**
  VidyasagarUniversity,WestBengal,India(WithAggregate60.87%)
- **2016 HigherSecondery**
  BasantapurJh.Banibhaban,WestBengal,India(WithAggregate73.80%)
- **2014 Secondary**
  MadanMohanchakCh.Institution,WestBengal,India(WithAggregate57%)

❖ Certification:

- **Jun2014KohaAdminTraningConductedbyBestBookBuddies.**
- **TwoDaysOnlineDSpaceandVAStrainingFromAviorTechnologiesPvtLtd**

❖ Project&Publication:

- **ThearticletitledUnderstandingLibraryLiteracyatYSPMCL:InsightsfromaUserCentricStudy.hadbeenpresentedatthe InternationalSeminaronRoleofLibrrayAssociationsinLibraryMovementinthecountryatTheBLA.**
- **PublishedaBookchaptertitled;SmartLibraries,SmarterFutures:LeveragingAIandAutomation.**
- **PublishedaBooktitled;গ্রন্থাগার,তথ্যওগণমাধ্যমবিজ্ঞান(library,InformationandmediaScience)**

WrittenbySatyabrataSahoo,KalyaniSenapati.