SHAIFALI SONI

(Library and Information Science Professional)

Personal Info

Address:
Near Rahatgarh Bus Stand, Sahu Tigadda, Sagar

Mobile No. :
7987951311

Email:
shefalisoni25@gmail.com

Strenghts

- Positive Attitude
- Hard Working
- High degree of self-motivation
- Continuous Learning aptitude and willingness to work in new working areas
- Rapid Learning Capability
- Discipline, Sincere and Dedicated towards work

IT Skills

- Working Experience of Library Software like Koha, Libsys, e-Granthalaya and SOUL.
- Reference Management tools like Zotero and Mendeley.

Objective and Career Goal

To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

Work Experience

1. National Institute of Fashion Technology(NIFT),Bhopal

Library Assistant (27-11-2023 – Present)

I am working here as a Sr. library assistant.

2. Technocrats Group of Institute (TIT), Bhopal

Assistant Librarian (15-12-2021to27-11-2023)

- ❖ Worked on Libsys Library Management Software.
- ❖ Worked in all sections of Library i.e. Periodical, Circulation, Reference and Journals.
- ❖ Stock Verification.
- ❖ Performed daily routine work of library.

3. Ravindranath Tagore University, Bhopal

Library Assistant (22-12-2018 to 20-06-2020)

- ❖ Worked on SOUL Library Management Software.
- ❖ Worked in all sections of Library i.e. Periodical, Circulation, Reference and Journals.
- ❖ Stock Verification.
- ❖ Performed daily routine work of library.
- ❖ Created Daily report of Issue/ Return of Books.

4. Indian Institute of Science Education and Research, Bhopal

Library Professional Trainee (11-12-2017 to 10-12-2018)

- ❖ Worked on Koha Library Management Software.
- ❖ Worked in all sections of Library i.e., IT, Periodical, Circulation, Reference and Acquisition Section.
- ❖ Worked on D space, used for creating open access repositories for scholarly and/or published digital content.
- ❖ Checked Plagiarism of Articles with the help of Turnitin Software.
- ❖ Performed daily routine work of library.

- Knowledge of Anti plagiarism software.
- Proficiency in Windows, Microsoft Office, Advanced Excel & Internet Application.
- Working Experience of D Space, used for creating open access repositories for scholarly and/or published digital content.

5. Swami Vivekanand University, Sagar

Assistant Librarian (01-10-2016 to 30-10-2017)

- Worked in all sections of Library i.e. Periodical, Circulation, Reference and database Section.
- Stock Verification.
- Performed daily routine work of library.

Educational Qualifications-

- Master degree in Library and Information Science from Dr. Harisingh Gour Central University, Sagar, 2016.
- Bachelor degree in Library and Information Science from Dr. Harisingh Gour Central University, Sagar, 2015.
- B.COM from Govt. Autonomous Girls P.G. College of Excellence, Sagar, 2014.
- 12^{th} with Commerce from M.P. Board, 2011.
- 10^{th} with all require Subjects from M.P. Board, 2009.
- Post Graduate Diploma in Computer Science from Makhanlal Chaturvedi University Bhopal, 2015.

Hobbies

- Writing Dairy.
- Listening to Music.

Languages Known

- English
- Hindi

REFERENCES:

1. Dr. Sandeep Kumar Pathak
Deputy Librarian
Indian Institute of Science Education and Research, Bhopal
+91 755 269 2307
skpathak@iiserb.ac.in

2. Dr. Rajnish Tamrakar
Senior Librarian
National Institute of Fashion Technology, Bhopal
Mob.9826480024
rajnish.tamrakar@nift.ac.in

Seminars / Workshops /Training:

- Certificate of being a Member of Organizing Committee of ROALER (National Conference on Role of Academic Libraries for Excellence in Research), organized by IISER Bhopal in 2018.
- Certificate in Participation of National Conference on Role of Academic Libraries for Excellence in Research (ROALER) organized by IISER Bhopal in 2018.
- Attended the One day National Seminar on raashtraya nirmaan mein pushtakon ki agranee bhoomika: bartamaan paridrshy evam bhaabee disha Organize By MPLA in Bhopal, 2017.
- Attended the One day national Seminar on Transformation of Society by Strengthening the Library and Service (TSLRS) in Bhopal 2018.
- Attended the One days national Seminar on Transforming a Traditional Library to Modern Library (TTLML), Bhopal 2018.
- Attended the One days national Seminar on Transformation of the Library Resources and Services in Digital Era (TLRSD), Bhopal, 2019.

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned particulars.

SHAIFALI SONI