Personal Information

Name: Divya Sewag
Mobile: 7976702621
Email: sewagdivya89@gmail.com
Address: c/o Sewagji Suits and Sarees Mohta Chowk Bikaner
Date of Birth: 08-01-1996
Languages Known: Hindi, English

Career Objective

To obtain a Librarian position in a reputed institution where I can apply my knowledge of library and information science, organizational skills, and dedication to providing efficient information services while contributing to the growth of the organization.

To secure a Librarian position in a reputed institution where I can effectively utilize my knowledge of Library and Information Science, strong organizational abilities, and commitment to delivering efficient information services, while contributing to the overall development and success of the organization.

Educational Qualifications

Qualification	Board/University	Year	Percentage/CGPA
M.Lib.I.Sc.	Indira gandhi national open university	2026	Pursuing
B.Lib.I.Sc.	Maharaja ganga singh university (MGSU)	2021-2022	CGPA -9 (Gold medal)
Graduation	Bachelor of Arts (MGSU)	2020	58.60%
12th	Rajasthan Board of Secondary Education	2013	58.60%
10th	Central Board of Secondary Education	2011	CGPA- 8.6

Technical Skills

- Library classification (DDC, CC)
- Cataloguing (AACR2, RDA, MARC 21)
- Library automation software (Koha, SOUL)
- RFID and barcode-based library management
- MS Office (Word, Excel, PowerPoint)
- Internet searching and digital information retrieval

- Library classification systems (DDC, CC)
- Cataloguing standards (AACR2, RDA, MARC 21)
- Library automation software (Koha, SOUL)
- RFID and barcode-based library management systems
- MS Office Suite (Word, Excel, PowerPoint)
- Internet research and digital information retrieval

Key Skills

- Library management
- Cataloguing and classification
- Collection development
- Reference and information services
- Communication and interpersonal skills
- Record management
- Time management

- Library administration and management
- Cataloguing and classification of resources
- Collection development and maintenance
- Reference and information services
- Strong communication and interpersonal skills
- Record and data management
- Effective time management

Internship/Experience

Library Trainee
Organization: ____Maharaja ganga singh University_____
Duration: _____Around 8 months during Blis_

Responsibilities:

- Catalogued and classified library materials.
- Assisted users in locating books and digital resources.
- Managed circulation and library records.
- Supported library automation activities.

- Catalogued and classified library resources in accordance with standard practices.
- Assisted users in accessing books, journals, and digital resources.
- Managed circulation, issuance, and return records efficiently.
- Supported library automation and digitization activities.

Certifications (if any)

- UGC-NET/SET (if qualified)
- Computer Course
- Any Library Science Workshop/Seminar

- UGC-NET/SET (if qualified)
- Computer Certification Course
- Library Science Workshops/Seminars

Achievements

- Participated in seminars/workshops related to Library and Information Science.
- Active learner of modern library technologies.

- Actively participated in seminars and workshops related to Library and Information Science.
- Continuously engaged in learning modern library technologies and practices.

Hobbies

- Reading
- Research
- Organizing information
- Learning new technologies

- Reading
- Research and information exploration
- Organizing and managing information
- Learning emerging technologies

Declaration

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

Place: _Bikaner, Rajasthan_

Date: _4- 8- 2026_