

ANKITA KUMARI

Library Assistant,
Indian Institute of Management Sirmaur. Himachal Pradesh
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OBJECTIVE

To secure a position in a reputed institution where I can enhance my professional competencies, adopt new technologies, contribute towards achieving organizational excellence, and grow steadily in my library career.

ACADEMICS QUALIFICATIONS:

- Master of Library & Information Science from Central University of Himachal Pradesh in the year 2022 with first class (74.85%).
- Bachelor of Library and Information Science from Central University of Himachal Pradesh in the year 2021 with first class (78.85%).
- Bachelor of Science (Zoology) from Himachal Pradesh University in the year 2019 with first class (71%).
- 12th Science (Biology) from the Govt. Sr. Secondary School, Amlehar in the year 2016 with first class (81.6%)
- 10th from the Govt. Sr. Secondary School, Amlehar in the year 2014 with first class (87.4%).

WORK EXPERIENCE

Library Assistant, Indian Institute of Management Sirmaur, Paonta Sahib, Himachal Pradesh

February 27, 2023 – Present.

- **Circulation Section:** Issue, return, renewal, reservation of books; patron ID creation using KOHA
- **Acquisition Section:** Assisting in acquisition process and maintain accession register.
- **Technical Section:** Classification, Cataloguing, RFID Tagging, Stamping & Labelling etc.
- **E-Resource Section:** Procurement and renewal of databases; user assistance
- **Research Supports**: provide the articles, assist in literature search, plagiarism checking.
- **HBS Case Procurement** : Create course-packs and sharing with students, simulation orders and invoice processing

TECHNICAL SKILLS:

- **Library Management Software:** Koha, SOUL
- **Classification & Cataloguing :** DDC scheme, AACR-2, MARC21
- **OPAC (Online Public Access Catalog)**
- **Computer Skills:** MS Office, Google Workspace(Docs, Sheets, Drive)
- **Research Support Tools:** Turnitin, DrillBit, Grammarly, Scopus
- **Databases:** CMIE, EBSCO, ProQuest, Pressreader

STRENGTHS:

- Effectively managing deadlines and priorities.
- Collaboration and Teamwork.
- Self-motivated & Leadership.

PERSONAL DETAILS:

- **Full Name:** Ankita Kumari
- **Nationality:** Indian
- **Date of Birth:** 24/09/1999
- **Marital Status:** Single
- **Permanent Address:** V.PO Majhiar Teh. Nadaun, Distt. Hamirpur, Himachal Pradesh (177038)
- **Language Known :** English, Hindi, Punjabi
- **Hobbies & Interests:** Travelling, Reading, Entertaining

REFERENCES:

- **Shri Shiv Shankar Jha:** Librarian & CPIO Officer, Indian Institute of Management Sirmaur. Himachal Pradesh
  Contact No.: 01704-277308, Email: librarian@iimsirmaur.ac.in
- **Dr. Shivarama Rao K** : Professor & Head, Central University of Himachal Pradesh
  Contact No. : 9552580028, Email : shiva.perla@gmail.com

DECLARATION:

I hereby declare that the information provided above is true to the best of my knowledge and verify its authenticity.

Date: 23/01/2026
Place: Hamirpur, Himachal Pradesh
Signature: Ankita Kumari