CURRICULUM VITAE

ANIL KUMAR POONIA

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OBJECTIVE:

To work in a reputable academic or research library where I can apply my practical experience as a Jr. Library and Information Assistant in Acquisition, Cataloguing (MARC21), Circulation Management, Digital Library Systems, and User Services to enhance library operations and support teaching, learning, and research activities.

MYSELF:

I am a dedicated Library and Information Science professional currently working as a **Jr. Library and Information Assistant at the Central Library, National Institute of Technology Delhi**. I have hands-on experience in acquisition, cataloguing (MARC21), RFID-based library operations, circulation services, serials management, and digital library platforms such as Koha, DSpace, and GSDL.

I am proficient in handling academic databases including IEEE and Scopus and actively support users in accessing e-resources through INFLIBNET (ONOS). I have also contributed to SOP development, plagiarism checking using Turnitin, and thesis submission processes on Shodhganga.

In addition to my technical skills, I bring discipline, leadership, and teamwork qualities developed through NCC (A, B & C Certificates) and participation in sports at District, State, and National levels. I am committed to continuous learning and aim to contribute effectively to modern, technology-driven library services.

EDUCATIONAL QUALIFICATION:

Course	University/Board	Subjects	Percentage	Year of Passing
Matriculation	RBSE	All Subjects	72.20%	2015
Intermediate	CBSE	Agriculture, Biology, Chemistry, English, Hindi	69.00%	2018
Bachelor of Arts	HNBGU, Uttarakhand	Defence And Strategic Studies, English	77.10%	2021
Bachelor of Library And Information Science	SKD University Hanumangarh	Library & Information Science	81.66 %	2022
Master of Library And Information Science	Panjab University Chandigarh	Library & Information Science	66.50%	2023
PGDADLM	University of Delhi	Automated & Digital Library Management	Pursuing (2025-26)	

CERTIFICATIONS & ONLINE COURSES:

Course	University/Board	Percentage	Year of Passing
RSCIT	VMOU, KOTA	72.00 %	2023
Management Of Library And Information Centres	SWAYAM (AMU)	67.00 %	2024
Library Automation & Digitisation	SWAYAM(IGNOU)	62.00 %	2025
IT Applications in Libraries	SWAYAM (AMU)	79.00 %	2025
Science Communication: Research Productivity & Data Analytics Using Open-Source Software	SWAYAM (IIT MADRAS)	69.00 %	2025
Digital Library	SWAYAM (CEC)	76.00%	2026

PROFESSIONAL EXPERIENCE

Designation	Institution/Organisation	Period
Jr. Library and Information Assistant	Central Library, National Institute of Technology Delhi	11 Feb. 2026- Till Date
Library Professional Trainee	Central Library, National Institute of Technology Delhi	11 Feb. 2025- 10 Feb. 2026

NATURE OF JOB:

Post Held & Organization	Nature of Job
Jr. Library and Information Assistant (JLIA) & (Central Library, National Institute of Technology Delhi)	• Managed core library operations including acquisition, cataloguing (MARC21), and circulation using Koha ILMS. • Supervised accessioning, classification, RFID processing, and shelf management. • Handled user services: issue/return, registration, reference support, and query resolution. • Assisted in e-resource access (ONOS/INFLIBNET) and research support (Scopus, databases). • Conducted plagiarism checks (Turnitin) and managed thesis uploads on Shodhganga. • Maintained records, reports, and supported SOP documentation for library processes.
Library Professional Trainee & (Central Library, National Institute of Technology Delhi)	**Acquisition Section** • Accessioning, Classification, and Cataloguing (MARC21). • Book stamping, barcoding, spine labelling, and RFID tagging. • Managing New Arrivals and adding summaries in Koha ILMS. • Record filing, vendor communication support, and documentation. **Circulation Section** • Book issue, return, renewal, and reservation through Koha. • Patron registration/cancellation, fine collection, and RFID ID card printing. • Book displays and handling user queries. • Preparing circulation statistics and daily reports. **Reference Section** • Assisting users with reference queries and research needs. • Handling databases such as Scopus and other e-resources. **Serials Section** • Receiving, recording, and managing periodicals. • Updating New Arrival lists and maintaining serials data. **Stock Verification & Shelf Management** • Identifying misplaced books, physical verification, and shelf arrangement. **Documentation** • Assisted in preparing Standard Operating Procedures (SOPs) for various library sections. **Additional Responsibilities** • Conducting plagiarism checks for M.Tech. and Ph.D. theses/reports using Turnitin. • Uploading approved Ph.D. theses on Shodhganga. • Providing access to e-resources (ONOS) through INFLIBNET-INFED authentication. • Supporting users in accessing subscribed digital resources. • Maintained and updated library registers (Acquisition, Periodical, Newspaper, and Bills Register).

TECHNICAL SKILLS

- **Library Management Systems:** Koha, LIBSYS
- **Digital Repositories:** DSpace, Greenstone (GSDL), Zenodo
- **Content Management Systems:** WordPress, Drupal, Joomla, Weebly
- **Office Tools:** MS Excel, MS Word, MS PowerPoint

EXTRA CO-CURRICULAR ACTIVITY:

National Cadet Corps (NCC) • **A, B, C Certificates**	• Developed discipline, teamwork, decision-making, and leadership qualities through camps & training.
Sports & Games Participation	• Participated in various games and sports competitions at District, State, and National levels. • Demonstrated strong physical fitness, teamwork, sportsmanship, and competitive spirit.

DECLARATION

I, **Anil Kumar Poonia**, do hereby declare that all the above statements are true to the best of my knowledge. If at any stage or time any of the above information or documents is found false, I will be legally responsible for it.



Date: 05.05.2026
Place: New Delhi

Signature
Anil Kumar Poonia