Ms. Komal Yadav

Mob: 9118405259 | **Email:** yaadav19komal@gmail.com
Address: TDI Lake Grove, Sector 64 Patla, Kundli, Sonipat, Haryana -131023



OBJECTIVE

Library and Information Science professional with MLISc and hands-on experience in academic library operations, including cataloguing, institutional repositories, and user services. Proficient in Koha and SOUL, with experience assisting students and faculty in accessing library resources and supporting research and information needs. Seeking to contribute to an academic institution by enhancing access to information and improving library services.

EXPERIENCE

1. **Library Professional Intern**
   HDFC Library, Ashoka University, Sonipat
   8th Dec 2025- Present
   - Performed daily circulation activities, including issue, return, renewal, and membership services.
   - Assisted in cataloguing library resources using standard cataloguing practices.
   - Assisted in collection organization and shelf management to improve accessibility.
   - Maintained and updated periodical and magazine records, ensuring accurate documentation.
   - Assisted library users in accessing print and electronic resources.
   - Assisted in the physical processing of library materials for circulation and shelving.

2. **Library Apprentice**
   G.S.V. Central Library, CSJM University, Kanpur
   Aug 2024 – July 2025
   - Implemented RFID tagging for efficient book tracking and inventory management.
   - Performed cataloguing, classification, and circulation activities.
   - Uploaded theses to Shodhganga repository for digital access.
   - Designed and published library newsletter *"Udghosh".*
   - Assisted patrons in locating and accessing library resources and information.
   - Assisted in organizing a national-level academic workshop.

EDUCATIONAL QUALIFICATIONS

- Master of Library & Information Science (MLISc) – CSJM University, Kanpur (2024)
- Bachelor of Library & Information Science (BLISc) – CSJM University, Kanpur (2023)
- Bachelor of Arts (B.A.) – CSJM University, Kanpur (2022)
- Intermediate (Science) – UP Board (2019)
- High School – UP Board (2017)

TECHNICAL SKILLS

- Library Management Software: Koha, SOUL
- Digital Repositories: DSpace, Shodhganga
- Classification Systems: DDC, CC, UDC
- Tools: MS Office, OpenRefine, Canva

Certification

- Certificate of Appreciation – National Workshop, CSJM University (2025)
- Diploma in Computer Applications (SHDCA) (2021)
- CCC – NIELIT, Ministry of Electronics & Information Technology (2021)

PAPER PRESENTATION

- Presented research paper with co-authors titled "Plagiarism and Academic Integrity: Awareness among Research Scholars at CSJM University Kanpur" at 9th International Conference (2025), Dr. Ram Manohar Lohiya National Law University, Lucknow.

LANGUAGE KNOWN

- Hindi
- English

INTERESTS

- Crafting
- Cooking

PERSONAL DETAILS

- **Date of Birth** 18/04/2001
- **Permanent Address** 12/17 A 1 Gwaltoli Kanpur Nagar, Uttar Pradesh, 208801

REFERENCES

- **Dr. Shantanu Ganguly**
  Director of Library Operations, Ashoka University, Sonipat
  Phone: 9811330235
  Email: shantanu.ganguly@ashoka.edu.in
- **Dr. Shweta Pandey**
  Deputy Librarian, CSJM University, Kanpur
  Phone: 9636912920
  Email: drshwetapande07@gmail.com

DECLARATION

I declare that the information presented in this resume accurately reflects my qualifications and experience.

Place: Sonipat Komal Yadav