KHUSHPREET KAUR

Sri Ganganagar, Rajasthan | +91 89558-63800 | kaurkhushi9930@gmail.com

OBJECTIVE

Dedicated and NET-qualified Library & Information Science professional with expertise in library management, cataloguing, classification, circulation services, and automated library systems. Experienced in academic library operations, user services, and digital library software including KOHA and SOUL. Committed to enhancing information access and contributing effectively to educational institutions.

EXPERIENCE

Librarian

Jawahar Navodaya Vidyalaya | Teona Pujarian, Bathinda July 2025 – May 2026

Worked as a Librarian, managing daily library operations, cataloguing and classification of resources, circulation services, and user assistance. Responsible for maintaining library records, supporting students and staff in information retrieval, and ensuring efficient utilization of library resources and automation systems.

Librarian

Khalsa College for Women | Ludhiana Nov 2024 – June 2025

Worked as a Librarian for 8 months, handling cataloguing, circulation, stock maintenance, and library user services. Assisted students and faculty in accessing information resources and contributed to the smooth functioning of library operations.

INTERNSHIP

Library Intern

Nava Nalanda Central Library | Thapar Institute of Engineering and Technology July 2024 – Oct 2024

Completed a 3-month internship with practical exposure to library automation, cataloguing, classification, circulation management, and collection maintenance. Gained hands-on experience in modern library practices and user support services.

ACHIEVEMENTS & CERTIFICATIONS

- **University Medal** for securing **First Position** in Bachelor of Library and Information Science (B.L.I.S.)**,** Punjabi University, Patiala (2023)
- **UGC NET Qualified** – Library & Information Science (December 2023, June 2024, June 2025)
- **UGC NET Qualified for Ph.D. Admission Only** – Library & Information Science (December 2024)
- **Third Prize** in National Conference Quiz on *"Ranganathan's Ideas in the Present Context"*, Kurukshetra University (March 2024)
- **Certificate in C Programming**, IIT Bombay (2018)

EDUCATION

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.LIS.)	**CGPA: 8.75**
PUNJABI UNIVERSITY, PATIALA	2024
BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.LIS.)	**CGPA: 9.00**
PUNJABI UNIVERSITY, PATIALA	2023
MASTER OF SCIENCE IN MATHEMATICS	**CGPA: 8.55**
PUNJABI UNIVERSITY, PATIALA	2022
BACHELOR OF SCIENCE (HONOURS) IN MATHEMATICS	**CGPA: 7.75**
AKAL UNIVERSITY, TALWANDI SABO	2020
SENIOR SECONDARY EDUCATION (12TH, NON-MEDICAL)	**88.00%**
SHAH SATNAM JI GIRLS SCHOOL (CBSE)	2016
MATRICULATION (10TH STANDARD)	**CGPA: 9.8**
SHAH SATNAM JI GIRLS SCHOOL (CBSE)	2014

CONFERENCES & PARTICIPATION

- Participated in DELNET–Trestle Labs Online Conference: *"Emerging Technologies to Make Libraries More Inclusive"* (May 2024)
- Participated in National Conference on *"S.R. Ranganathan's Ideas in the Present Context"* sponsored by RRRLF and organized by Kurukshetra University (March 2024)

SKILLS

- Library Management and Administration
- Cataloguing and Classification (DDC, AACR-II)
- Library Automation using KOHA and SOUL
- Circulation and Reference Services
- Collection Development and Stock Verification
- Information Retrieval and User Support

- Database Management and Documentation
- MS Office (Word, Excel, PowerPoint)
- Communication and Interpersonal Skills
- Teamwork and Organizational Skills
- Time Management and Problem Solving

LANGUAGES

- English
- Hindi
- Punjabi

PERSONAL DETAILS

- Father's Name: Gurmeet Singh
- Mother's Name: Paramjeet Kaur
- Date of Birth: 30 October 1999
- Gender: Female
- Marital Status: Unmarried
- Nationality: Indian

DECLARATION

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

Date: _____

Place: _____

(Khushpreet Kaur)