JYOTI GOSWAMI

Library & Information Science Specialist

Location: Hathai Chowk, Mavli, Udaipur, Rajasthan | **Email:** jyotigoswami@email.com | **Phone:** +91-9024699640

CAREER OBJECTIVE

Dedicated and goal-oriented Library and Information Science post-graduate with hands-on practical experience at premier institutions including IIM Udaipur. Deep expertise in automated cataloguing standards, integrated library systems, and information resource management. Seeking a professional position in an academic or institutional library to leverage technical and operational skills.

PROFESSIONAL EXPERIENCE & INTERNSHIP

Library Trainee / Intern (1 Month) — **IIM Udaipur**

Central Library, Indian Institute of Management Udaipur

- Gained practical exposure to modern academic library operations, digital resource management, and automated user circulation systems.
- Assisted in database management, cataloguing workflows, and technical processing of institutional holdings.
- Learned best practices for digital repository management, e-resource access protocols, and reference service handling.

EDUCATION

Degree / Course	Institution / Board	Year	Score / Status
M.Lib.I.Sc (Master of Library & Info Science)	Mohanlal Sukhadia University (MLSU), Udaipur	2024 – 2026	Pursuing (Final Year)
B.A. (Economics, Public Admin, Sociology)	Mohanlal Sukhadia University (MLSU), Udaipur	2021 – 2024	61.55%
Senior Secondary (12th - Commerce)	Rajasthan Board of Secondary Education (RBSE)	2021	87.00%
Secondary (10th)	Rajasthan Board of Secondary Education (RBSE)	2019	73.33%

TECHNICAL & PROFESSIONAL SKILLS

Library Automation Software: SOUL 3.0 (INFLIBNET), Koha Open-Source ILS

Cataloguing & Classification: AACR-2, Classified Catalogue Code (CCC), Dewey Decimal Classification (DDC)

IT & Digital Skills: Database Management, Basic Web Operations, MS Office (Word, Excel, PowerPoint)

Digital Content Strategy: Social Media Outreach & Digital Promotion for Academic Libraries

ACADEMIC PROJECTS & FIELDWORK

Comprehensive Study Tour & Fieldwork Report — **Udaipur, Rajasthan**

Department of Library and Information Science, MLSU

- Conducted operational site surveys and analytical research on administration, cataloguing systems, and user services across 6 premier institutions including IIM Udaipur, Saraswati Bhawan Library (Gulab Bagh), and Swami Vivekananda Library.

SOUL 3.0 Implementation & Workflow Project — **MLSU Project Work**

Software Operations & Cataloguing Focus

- Hands-on practical project exploring key modules of SOUL 3.0 software: Acquisition, Cataloguing, Circulation, Administration, and OPAC.

KEY COMPETENCIES

- Information Organization & Retrieval
- Library Automation & Cataloguing
- Analytical & Research Aptitude
- Interpersonal & Administrative Communication
- Time Management & Task Prioritization

PERSONAL DETAILS

Father's Name: Mr. Narendra Puri

Languages: Hindi, English, Rajasthani

Gender: Female

Address: Hathai Chowk, Mavli, Udaipur, Rajasthan