ARPIT CHOUDHARY



LIBRARY & INFORMATION SCIENCE PROFESSIONAL

UGC-NET & MP-SET QUALIFIED | LIBRARY LMS FRIENDLY
Neemuch, Madhya Pradesh | +91 8435453461| arpit1318@gmail.com

SUMMARY

Qualified Library and Information Science professional with over **2.8 years** of experience in academic and institutional libraries. Skilled in **Koha LMS**, cataloguing, classification, circulation management, and user assistance. **UGC-NET** and **MP-SET** certified with a strong foundation in digital library practices and resource organization. Seeking to contribute to a reputed institution by optimizing library operations and improving user access to resources.

PROFESSIONAL EXPERIENCE

Librarian | Shree Kallaji Vedic University, Nimbahera **Jul 2026 - Present**

- Managed daily library operations, circulation services and user support for students and faculty.
- Maintained accession, circulation, membership, and stock verification records.
- Organized, classified and preserved approximately 18,000 books and manuscript collections.
- Provided reference and information services to support teaching, learning, and research activities.
- Ensured proper maintenance, inventory control and smooth functioning of library resources and services.

Librarian | Gyanodaya Institute of Pharmacy, Neemuch **Dec 2023 - Apr 2025**

- Managed daily library operations, servicing **500+** students and staff with efficient circulation and issue -return workflows.
- Implemented systematic cataloguing and classification using **Koha LMS**, improving resource accessibility.
- Conducted periodic **stock verification** and maintained inventory accuracy.
- Supported faculty in academic research with access to **digital resources** and databases.

Library Trainee | IIM Udaipur **Jul 2022 - Sep 2023**

- Assisted in acquisition, **cataloguing**, and technical processing of new books, journals, and electronic resources.
- Maintained **RFID tagging system** and ensured smooth operation of **check-in/check-out** of books.
- Supported users in information retrieval and referencing queries in both print and digital formats.

CERTIFICATIONS

UGC-NET (Library & Information Science)

- Qualified in **December 2023** - National-level eligibility for **Assistant Professor** in Library and Information Science, conducted by the **National Testing Agency** (NTA).

MP-SET (Library & Information Science)

- Qualified in **2022- State Eligibility Test** for **Assistant Professor** eligibility in Madhya Pradesh, conducted by **MPPSC**.

SKILLS

- **Library Management Tools**: Koha LMS, RFID Tagging, Barcoding.
- **Library Operations**: Cataloguing, Classification, Accessioning, Circulation, Stock Verification, Shelving
- **Technical Skills**: MS Office (Word, Excel, PowerPoint), Email, Printer/Scanner Handling, Knowledge of AI.
- **Soft Skills**: Attention to Detail, User Support, Communication, Time Management.

EDUCATION

Master of Library and Information Science (M.Lib.l.Sc.)

- Mohanlal Sukhadia University, Udaipur

Bachelor of Library and Information Science (B.Lib.I.Sc.)

- Mohanlal Sukhadia University, Udaipur

Bachelor of Science (B.Sc.) in Computer Science

- Vikram University, Ujjain

Senior Secondary & Secondary Education (Class XIl & X)

- Jawahar Navodaya Vidyalaya (**JNV**), Rampura, Neemuch

ADDITIONAL INFORMATION

- **Languages**: English, Hindi, Gujrati.
- **Location Preference**: Open to relocation within India.