NEHA SHARMA

VPO Machari, Reni, Rajgarh, Dist. Alwar, Rajasthan

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DOB: 11 April 2003

PROFESSIONAL SUMMARY

Motivated Library & Information Science graduate with practical exposure to cataloguing, classification, and digital library tools. Skilled in Koha, OPAC search, and document digitization, with a strong interest in efficient library operations and user-focused information services.

EDUCATION

MLIS – University of Rajasthan | 2024 | 67.30%

BLIS – University of Rajasthan | 2023 | 66.70%

BA – Matsya University, Alwar (RRBMU) | 2022 | 61.60%

12th (RBSE) – Govt. Girls Sr. Sec. School | 2019 | 71.60%

KEY SKILLS

- Cataloguing & Classification (CC, DDC, AACR2, CCC)
- Library Software: Koha, Libsys, Greenstone (GSDL)
- OPAC Search & Information Retrieval
- Document Digitization & PDF Creation
- MS Word & Excel (Basic)

ACADEMIC EXPERIENCE

- Practical training in cataloguing, classification, and OPAC during MLIS
- Hands-on experience with Koha, Libsys, and Greenstone systems
- Document scanning and digital archive preparation
- Basic reference and information search support

CERTIFICATIONS

- Conference – Radhakrishnan State Library, Jaipur
- Conference – SMS Library, Jaipur
- 2-Day National Conference (MHRD) – University of Rajasthan
- DELNET Webinar
- Koha Workshop (Online)

ADDITIONAL INFORMATION

Hobbies: Dancing, Content Searching, Creative Activities