Akshay Kapoor *Office Assistant*

akshaykapoor232@gmail.com

9857532228

Dharamshala, Himachal Pradesh

25/05/1999



Profile

Dedicated and detail-oriented Library Science professional with a strong background in information organization, digital resource management, and user services. Skilled in cataloguing, classification, and the use of modern library management systems. Committed to enhancing user experience and supporting academic and research needs through efficient information services.

Education

2022
Dharamshala
Master of Library and Information Science, *Central University of Himachal Pradesh*
74.60%

2021
Dharamshala
Bachelor of Library and Information Science, *Central University of Himachal Pradesh*
72.60

2021
Dharamshala
Post Graduate Diploma in Computer Application, *NIELET*
79.41%

2020
Dharmshala
Bachelor of Arts (Mathematices), *Government Degree College Dharamshala*
56.20%

2020
Dharamshala
DCADTP, *NIELET*
66.90%

2016
Dharmshala
Senior secondary (XII), *G.S.S.S Tang Narwana (HPBOSE)*
61%

2014
Dharmshala
Secondary (X), *A.F.C.B High School Yol Cantt*
68%

Professional Experience

01/2025 – Present
Dharamshala
Himachal Pradesh Rural Drinking Water Improvement Project ADB Funded Under H.P Goverment, *Office Assistant*
Hands-on experience in administrative and organizational tasks, including record management, data entry, and office coordination. Proficient in MS Office with a reliable and efficient work approach.

July 2023 – August 2024
Nalagarh
Aakash Institute of Medical Sciences, Solan H.P, *Librarian*
Managed overall operation and administration of the Library.

Dec 2020 – Jan 2021
Mandi
IIT, Mandi, *Library Intern*
Hands-on experience in all sections of the library.

Dec 2019 – Nov 2020
Dharamshala
Deputy Director of Higher Education, Kangra at Dharamshala, H.P Govt,
Data Entry Operater

Declaration

I hereby declare that all the fact started above are accurate and complete to the best of my knowledge and belief.

Akshay Kapoor
Dharamshala, 07-04-2026