CURRICULUM VITAE

NEERU
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PROFESSIONAL PROFILE

A passionate and tech-savvy Library Professional leveraging extensive expertise in innovative library solutions and a commitment to modern trends to enhance library efficiency. Proficient in utilizing integrated library systems, metadata standards, and automation tools, Committed to harnessing technology to optimize library workflows and elevate user experiences. Seeking an opportunity to contribute dynamic ideas and elevate library services in a progressive institution.

ACADEMIC QUALIFICATION

- **UGC – NET (Library and Information Science)**
  University Grant Commission (MHRD), Dec 2022
- **Master in Library and Information Science (M.LIS)**
  Jamia Millia Islamia, New Delhi, 2021
  Ist division with 74.1 percent.
- **Bachelor in Library and Information Science (BLIS)**
  Annamalai University, 2020
  Ist division with 70 percent.
- **Bachelor in Arts (BA)**
  SOL- Delhi University, 2019
  IInd division with 50 percent.
- **Diploma in Library and Information Science (DLIS)**
  Meerabai Institute of Technology- BTE, 2019
  Ist division with 82 Percent.
- **Senior Secondary Certificate (12th)**
  C.B.S.E. Board, 2016
  Ist division with 84.6 percent.
- **Secondary Certificate (10th)**
  C.B.S.E. Board,2014
  Ist division with 72.2 percent.

TECHNICAL QUALIFICATIONS

- Certificate Course in Computer Concepts (CCC).
- Diploma in Computer Application from NIELIT, 2020 with **A grade**.
- Certificate Course in Science Communication: Research Productivity and Data Analytics using Open Source Software.

TRAINING & EXPERIENCE

Sarvodaya Hospital & Research Centre, Faridabad
Librarian (Jul 2024 - present)

- Managing collection of nursing and medical resources, including books journals on LMS.
- Created library blog and subject gateway for Students.
- Organizing & promoting library events and workshops to enhance learning.
- Providing reference and research support to student and faculty.

Baker & Taylor IT Services, Noida
Metadata Specialist - Librarian (Aug 2023 – Jul 2024)

- Spearheading original and copy catalogue record creation for academic and community libraries in the USA,
- Customizing Bibliographical records of 8 Libraries from US & Australia
- Employing advanced cataloguing tools such as OCLC, RDA, LCSH, DDC, AACR2, MARC bibliographic formats and standards, and authority files.

Lingaya's Institute of Health Sciences Nursing, Faridabad Haryana
Assistant Librarian (Sep 2021- June 2023)

- Performed routine clerical and administrative library tasks, processed library materials, supervised students, and fostered a positive library environment.
- Delivered reference services and supported cataloguing and library management functions.
- Maintained library stacks and coordinated the organization and upkeep of periodicals and back issues.

Dr. Zakir Hussain Library- JAMIA MILLIA ISLAMIA
Library Intern (July- Sep 2019)

- Exposure to core library operations, LIBSYS administration, barcoding, and e-resources.

National Science Library – NISCAIR
Library Trainee (1 Month)

- Experience in special library management, cataloguing, bibliometric, and KOHA (NUCSSI).

ADDITIONAL SKILLS & ACTIVITIES

- **Social Media Engagement:** Creator of @Universeofbookworms, an Instagram page dedicated to global libraries and intriguing library facts.
- **Communication:** Effective communicator with strong interpersonal skills and broad collaboration experience.
- **Initiative:** Proactive and adaptable approach towards learning and implementing innovative library practices.

- **Events:** Participated in Librarian's Day celebrations organized by the Indian Library Association

PERSONAL PROFILE

- Father's name Madhav singh
- Date of birth 28 feb, 1999
- Marital status Unmarried
- Languages Known Hindi & English
- Nationality Indian
- Hobbies Reading, listening Music, Dancing, Painting, Travelling

DECLARATION

I affirm that the information provided above is accurate to the best of my knowledge.