Anjali Raj

Assistant Librarian

+91-6204786671
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Nasriganj, Bihar

Postgraduate in Library and Information Science and a **UGC-NET** qualified candidate with a strong understanding of academic library management, digital cataloguing, and information organization. Experienced in supporting academic and research-oriented library services through effective resource handling and user assistance. A quick learner with strong communication and collaboration abilities, committed to continuous professional growth in a dynamic academic environment.

SKILLS

- Koha Library Management System
- Library Administration and Management
- Cataloguing, Classification, and Indexing
- Digitization and Library Automation
- Digital Resource and Database Management
- MS Office Suite
- Windows and Linux Operating Systems
- Communication and Interpersonal Skills

INTEREST

- Administrative Support
- Office Organization
- Time Management
- Customer Service
- Document & Data Handling

ACHIEVEMENTS & CERTIFICATIONS

- **Koha** One month training & certification.
- **Gold Medalist** of University in Bachelors in Library and Information Science (2022).

WORK EXPERIENCE

SKS International University, Mathura
2025-Present

Assistant Librarian

- Cataloguing and maintaining library materials to ensure accurate organization and easy retrieval.
- Handling inter-library loan services and coordinating resource sharing.
- Organizing and reshelving books, periodicals, and other library resources.
- Registering new library members and issuing library cards.
- Assisting users in accessing print and digital information resources.
- Responding to reference and information queries from students and faculty.
- Performing routine administrative duties and maintaining library records with accuracy.

EDUCATION

Qualified UGC-NET in Library and Information Science (June 2025)

Post Graduate Diploma in Computer Applications
RNTU, Bhopal (2025)

Masters in Library & Information Science
Panjab University, Chandigarh (2023)

Bachelor in Library & Information Science
Swami Vivekanand Subharti University (2022)

Bachelor of Arts, Majorly in English
Indira Gandhi National Open University (2021)

Intermediate Examination
Uchcha Madhyamik Vidhyalaya, BSEB (2018)

Secondary School Examination
High School, BSEB (2015)