RESUME

Divya Choudhary

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Career Objective:

Aspiring Information Professional looking to apply academic training in cataloging and collection development to a practical setting. Committed to maintaining organizational excellence and improving the user experience through efficient resource management.

Academic Qualification:

10th from Rajasthan Board Ajmer,2013 with 68.67 %

12th from Rajasthan board Ajmer,2015 with 85.60%

BA From University of Rajasthan, 2018 with 58.60%

Bachelor of Library and Information Science; Dec 2020 with 64.13%

Master in Library and Information Science 62.38% from VMOU,Kota December 2025

Professional Experience

Young Library Associate
Indian Institute of Technology (IIT) Jodhpur
Duration: 1 Year 4 Months

Key Responsibilities:

- Managed day-to-day circulation activities including issue, return, renewal, reservation, and overdue records.
- Performed cataloguing and classification of library resources using DA standards and DDC.
- Worked with **Koha Integrated Library Management System (ILMS)** for cataloguing, circulation, member management, and OPAC.

- Assisted in acquisition processes, including accessioning, invoice verification, and maintaining acquisition records.
- Organized shelving, shelf rectification, stock verification, and physical arrangement of library collections.
- Assisted users in locating print and electronic resources and provided reference and information services.
- Supported access to e-resources, online databases, institutional repositories, and digital library services.
- Maintained periodicals, journals, newspapers, and bound volumes.
- Assisted faculty, researchers, and students in literature searches using academic databases and research tools.
- Used research support tools such as **Zotero, Mendeley, Shodhganga, , Google Scholar, Scopus, and Web of Science**.
- Ensured smooth day-to-day library operations while delivering quality user services.

Strengths & Skills

- Library Classification (DDC) and Cataloguing (RDA)
- Koha Integrated Library Management System (ILMS)
- Circulation, Acquisition, Technical Processing, and Periodical Management
- Shelf Rectification, Stock Verification, and Collection Management
- Reference and Information Services
- Research Tools: Zotero, Mendeley, Shodhganga, , Google Scholar
- MS Word, Excel, PowerPoint
- Strong Communication, Teamwork, Adaptability, and Problem-Solving Skills
- Ability to work efficiently in an academic and research library environment

Personal Profile:

Date of birth: 30/12/1997

Father's Name :Rameshwar Lal Hindala

Gender:Female Language : Hindi, English Marital Status :UnMarried