

Anushka Tiparadi

Assistant Librarian

LinkedIn - <https://tinyurl.com/ctmts7xm>

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Pune, Maharashtra

Objective

To leverage my creativity, strong design skills, and innovative thinking in a dynamic and forward-thinking environment. Seeking to contribute fresh ideas, solve complex challenges, and collaborate with talented teams to create engaging and impactful experiences that resonate with audiences. Eager to grow professionally while bringing value to the organization through artistic and creative solutions.

Education

Garware College of Commerce

Karvenagar, Pune, Maharashtra
BBA-CA (Computer applications & Business management)
GPA 8.5

Key Skills

Marketing
Project management
Budget planning

Communication
Problem-solving
Event management

Experience

February 2024 – till date

Assistant Librarian

Goethe-Institut/Max Mueller Bhavan Pune

- Budget planning (PPS)
- Day-to-day library activities including book circulation, library material management.
- Event coordination and management.
- Experience in conducting cultural events.
- New books procurement and acquisition in lines with latest DAF curriculum.
- Experience in public relations.
- Social media management.
- Experience in administrative tasks w.r.t payments and accounting.
- Technical experience – Logistics, statistics and technology)
- Assistance in miscellaneous tasks related to GI MMB Pune Library.

March 2023 – February 2024

Library Assistant

Goethe-Institut/Max Mueller Bhavan Pune

- Assisting the main librarian in the functioning of the library.
- Managing & supervising the circulation desk.
- Assistance in cultural events.

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Extra Certification

Courses

- German Language certification (Max Mueller Bhavan Pune)
 - Korean Language certification (Indo-Korean Center, King Sejong Institute)
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Extra-curricular

Activities

Volunteer in various Goethe Institut/Max Mueller Bhavan Pune's major events –

- The Infinite Library (July 2022)
 - Science Film Festival (September 2022)
 - Critical Zones (December 2022)
 - 'VROOM' VR Event (October 2023)
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