

Curriculum Vitae

GOKULAN RD

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SUMMARY

Post Graduate Library and Information Science Professional with working knowledge in Management of Libraries. Besides this I am proficient in Library Cataloguing, Classification & Indexing. I have hands on experience on various library Software, like LIBSYS, Delplus, KOHA, VTLS and DSpace and experience in Content Management Software's, WordPress, Joomla and Drupal.

EXPERIENCE

1. Worked as a **Library Trainee in Institute of Mathematical Sciences**, Chennai (Department of Atomic Energy, Government of India) from 27 June 2022 to 26 June 2023.
 - Worked in the reference desk at the library, where I assist patrons with their research needs.
 - Worked in the Circulation Counter to maintain daily transaction logs in the library.
 - Involved and assisted Stock Verification of the library holdings.
 - Worked on indexing bound volumes in the library collection.
 - Started and involved in Piwigo Project (IMSc Photo Archival and Management) and implemented successfully.
 - As a part of the team that put together preparing Annual Report and Institute Report by using Latex software.
 - Tracking the research progress of the institute by tracking the indexing status of the publication in Scopus and Web of Science.
 - Creating bibliographic records and Classification of the library collections.
 - Creating descriptive metadata to ensure discoverability of materials within the library's digital repository.
 - Had a strong understanding of library automation principles and practices.
 - Involved in library outreach programs that extend library services beyond the physical walls of the library.
 - Assisted a researcher with plagiarism detection for their research paper.
 - Assisted in acquisition section to development of library collections.
 - I played a key role in ensuring the library's collection of journals remained current and accessible through effective serial control and renewal processes.
2. Working as a **Professional Assistant in Indian School of Business** from 4 September 2023 to Present.
 - **Copyright Management:** Management of copyright permission for creating academic course packs.
 - **Reference Services:** Answering online queries and providing information from various Market Research, Company Information, Financial data's, M&A reports, Scientific Literature, Business news, and Bibliographical databases.
 - **Preparation of course Guide:** Curating relevant information sources such as Databases, Books, Journals, Articles, and OERs for the courses offered by ISB.
 - **Library circulation activities:** Online and offline interaction with users and assisting them in getting the required resources and services. And Attending reference queries and responding to them on a stipulated time
 - **Preparation of Newsletters:** Gathering reports from the open resources for LRC Newsletter Services, which is a proactive product that covers research and analysis reports in various industry verticals viz., E-commerce, Energy, Healthcare, Infrastructure, Public Policy, & Technology, etc.
 - **Acquisition:** Involves Library collection development for selecting and purchasing new books, ebooks, and other resources for the library.
 - **Serial Control:** To maintain and keep tracking the serial control in the library, which involves managing our collection of journals, magazines, and newspapers.

WORKING EXPERTISE

Integrated Library Management Software's	:	Koha, Delplus, AutoLib, Libsys,
Institutional Repository Software's	:	DSpace, Eprints
Content Management Software's	:	Joomla, WordPress, SharePoint and Drupal
Operating Systems	:	Linux, Windows
Application Software	:	Ms-Office, LibreOffice
Database Management System	:	MySQL
Type writing	:	Higher grade in English and Tamil
Software system for document preparation	:	Latex
Reference Management System	:	Zotero, Mendely, BibTex
Photo Management Software	:	Piwigo

ACADEMIC QUALIFICATIONS

Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year of Passing
10th	Desia Matric Hr. Sec. School	State Board of Tamil Nadu	84%	2014
12th	GBHSS	State Board of Tamil Nadu	70.66%	2016
BSc. Chemistry	M. G. A. C	Thiruvalluvar University	71 %	2019
M. Lib. I. Sc	CUTN	Central University of Tamil Nadu	8.35	2021

PROJECTS

Project Name: Marketing of Library Resources, Services and Products: A Case Study of Periyar EVR Central Library @ Vellore
Institute of Technology - VIT Vellore

PERSONAL PROFILE

Name	:	Gokulan R D
Date of Birth	:	30/10/1998
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	Tamil, English, Malayalam

REFERENCES

Dr. Akhandanand Shukla

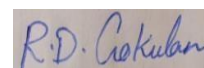
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DECLARATION

"I hereby declare that all the particulars furnished above are true and correct to the best of my knowledge belief."



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