

AKHILA C.B

MLI Sc. Librarian

Kerala University

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CAREER OBJECTIVE

Having finished my Master's in Library and Information Science, I intend to take up a responsible position in the Govt. /Private arena, where the activities could boost my knowledge and skills as a librarian, and where my talents and hard work could be of value and grow with the organization where I work, learn, and earn certifications up to date with the ever-changing trends.

EXPERIENCE SUMMARY

Librarian at Vocational School

- Tenure: July 2018 to February 2019
- Institution: Govt. V&HSS, Parassala
- Role: Library Management

Librarian at State Central Library

- Tenure: July 2019 to January 2020
- Institution: State Central Library, Thiruvananthapuram
- Role: Library Assistant

Librarian at State Central Library

- Tenure: January 2022 to May 2022
- Institution: State Central Library, Thiruvananthapuram
- Role: Library Assistant

Librarian at Central School

- Tenure: June 2023 to March 2024
- Institution: Sree Chithira Thirunal Residential Central School
- Role: Librarian

WORKSHOPS AND INTERNSHIP DETAILS

- Attended a two-day national seminar on "**Librametrics to Altmetrics**" conducted by the Department of Library and Information Science, University of Kerala.
- Attended an "Information Overload in the Postmodern Society" conference organized by the School of Communication and Library Science, University of Kerala.
- Completed a one-month "**Internship Programme**" in the Kerala University library as a part of the MLI Sc. Programme of the DLIS, University of Kerala.
- Attended a two-day workshop on "**Koha**".
- Attended Kerala Library Association's National Conference on "**Corporate Media Librarianship**".
- Completed a one-month "**Internship Programme**" at VTMNSS College, Dhanuvachapuram, as a part of the CLI Sc. Programme of the DLIS, University of Kerala.
- Published a Journal on "**Continuing Professional Development**".

ACADEMIC SKILLS (FROM MLI SC.)

- Library Automation Software (**Koha, LibSYS**)
- Library Content Management Software (**Drupal, WordPress, Joomla**)
- Knowledge of Library Classification Schemes (**DDC, UDC & CC**)
- Library Cataloguing (**AACR, CCC**)

IT ASPECT

- Knowledge in C and C++.
- Course completed for Visual Basic.
- Done training in SQL Database.
- Familiar with Operating Systems – Win 8, 8.1, 10, and Linux.
- Well-trained in Office 365.
- Completed Diploma in Computer Applications (Kerala Govt. Certified).

SOFT SKILLS

- Flexible and Adaptive to any environment.
- A positive outlook towards challenges.
- Ability to blend in with any team or circumstances despite the diversities.
- Can lead or drive a team to meet the goals.
- Can handle pressure effectively.

ACADEMIC PROFILE

Course	Board / University	Institution
CLI Sc. (Certificate in Library and Information Science)	Kerala University	KNM Arts and Science College, Kanjiramkulam.
MLI Sc. (Master's in Library and Information Science)	Kerala University	Dept. of Library & Information Science
B Sc. (Botany)	Kerala University	All Saints College
VHSE (Agriculture)	VHSE Board, Kerala	Govt. HSS Parassala
SSLC	Board of Public Examination	PK HSS, Kanjiramkulam

PERSONAL INFO

Gender: Female
Date of Birth: 21/05/1993
Marital Status: Married
Husband's Name: Manish NL
Languages Known: Malayalam, English, Hindi, Tamil
Nationality: Indian
Address: Paanchikkaala Veedu,
CSI Church Road, Olathanni,
Neyyattinkara, Trivandrum.
PIN: 695 121

REFERENCES

Dr. B. Mini Devi

Head of Department,
Department of Library and Information Science,
University of Kerala.

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DECLARATION

I hereby declare that the above-said information is true and correct to the best of my knowledge and belief.

Signature.
