



PROFILE

DEDICATED AND ORGANIZED LIBRARIAN WITH KNOWLEDGE OF CATALOGUING, BOOK CLASSIFICATION, AND LIBRARY MANAGEMENT SYSTEMS. SKILLED IN HELPING USERS FIND RESOURCES, MANAGING CIRCULATION, AND SUPPORTING DAILY LIBRARY ACTIVITIES. INTERESTED IN LIBRARY AUTOMATION AND PROMOTING READING AND INFORMATION ACCESS.

CONTACT ME

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 meghavenua99@gmail.com

 Matruka, Sarada Gardens,
Neeramankara
Thiruvananthapuram
695018

MEGHA VENU

➤ EDUCATION

- BACHELOR OF ARTS
BA HISTORY -UNIVERSITY COLLEGE
THIRUVANANTHAPURAM
2017-2020
- BACHELOR OF ARTS
LIBRARY AND INFORMATION
SCIENCE(BLIS)- IGNOU
2023-2025

➤ INTERNSHIP EXPERIENCE

STATE CENTRAL LIBRARY,
PALAYAM,
THIRUVANANTHAPURAM
DURATION: 2 MONTHS
FEBRUARY 2025 – MARCH 2025

➤ LANGUAGE

Malayalam
English

➤ SKILLS

- Managed day-to-day library operations, including acquisition, cataloging, circulation, and reference services.
- Strong organization and archival skills.
- Collection Development and Management
- Effective Communication with Students, Faculty, and Staff