



Praveena Rajeendran

Library Assistant

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PROFILE

Motivated and responsible postgraduate student with a passion for books and learning. Seeking a Library Assistant position to support day-to-day library operations, assist visitors, and maintain an organized and peaceful environment. Eager to apply my communication skills, basic computer knowledge, and love for reading to contribute positively to the library team.

EDUCATION

Rajagiri College of Social Sciences (Autonomous) <i>Masters in Library and Information Science</i>	07/2023 – 05/2025 Kochi
International Montessori Teacher Training Institution <i>Diploma in Montessori Teacher Training</i>	01/2021 – 03/2022 Thrissur
Vimala College (Autonomous) <i>Bachelor of Arts in Functional English</i>	06/2016 – 04/2019 Thrissur

CERTIFICATES

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| • Certificate of Appreciation for Volunteering in the International Conference on Multidisciplinary approaches to SDGs & International Partner's Meet 2024 | • Certificate for Participation in AI Tools for Academic Research | • International Certificate on Yoga |
| • Certificate of Participation in Enhancing Research Visibility and ORCID | • Certificate for Participation in Become a Smart Researcher: Essential Tips and step-by-step Guide to ONOS and Springer Nature Platforms | • "Bibliometrics: An Essential Tool for Research" |

PROFESSIONAL EXPERIENCE

Rajagiri College of Social Sciences (Autonomous)

04/2025 – 05/2025

Library Intern

Kochi

- Managed book circulation, including issue, return, and renewal of books
- Conducted stock verification of library materials
- Performed stock rectification for missing or damaged items
- Catalogued books and other library resources
- Classified materials using standard classification systems
- Assisted students and teachers in locating and using resources

Hands-on experience in

- AutoLib and KOHA (Library Management Software)
- Dspace (institutional Repository)
- Turnitin (Plagiarism Checking Software)

ST. Joseph Teacher Training College

06/2024 – 06/2024

Library Project

Kottayam

ST. Thomas College (Autonomous)

04/2024 – 05/2024

Library Intern

Thrissur

- Conducted stock verification of library books and materials
- Performed stock rectification for missing or misplaced items
- Catalogued books and other resources accurately

Suhrut Sadhan

08/2023 – 08/2023

Library Project

Aluva

- Stock Verification
- Stock Rectification

Raices Montessori School

04/2022 – 12/2022

Assistant Montessori Teacher

Thrissur

SKILLS

Technical Skills

- Cataloguing and Classification
- Library Management Systems (Koha, AutoLib, Dspace and Turnitin)
- Basic Computer Skills (MS Office, Internet Browsing)
- Circulation Management
- Information Retrieval

Soft Skills

- Communication Skills
- Organizational Skills
- Customer Service
- Time Management
- Teamwork
- Adaptability
- Problem-Solving

PROJECTS

Trends and Insights in Climatology: A Scientometric Exploration of Literature in Asia

- Analyzed research publications related to climatology in Asian countries using scientometric methods.
- Collected data from the Scopus Database.

- Identified leading countries, institutions, and authors contributing to climatology research in Asia
- Studied the most relevant keyword

LANGUAGES	
Malayalam	English

COURSES	
Excel Basics for Data Analysis	
Coursera	
Introduction to Data Analytics	
Coursera	

REFERENCES	
Dr. Joshi George P, <i>Head of the Department</i> , Rajagiri College of Social Sciences (Autonomous)	
joshigeorge@rajagiri.edu, +91 86063 65566	