



NAMITHA P

Library Professional

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CAREER OBJECTIVE

To build a meaningful career as a library professional by helping people access information, encouraging reading and learning, and maintaining well-organized and up-to-date library resources. I aim to use my knowledge of library systems, research skills, and a friendly approach to students, researchers, and the community in a welcoming and resourceful library environment

EDUCATION

Sl No	Qualification	Institution, Board/University	Year of Completing	Percentage
1.	M.Lib.I.Sc	Central University of Tamil Nadu, Thiruvavur	2022	86.4%
2.	BSc Mathematics	Marthoma College Chungathara, Calicut University	2020	71%
3.	12th-Science Stream	MSNSSHS Chakkalakuth, Kerala Board of Higher Education	2017	92%
4.	10th	Sainik Public School, CBSE	2015	96%

EXPERIENCE

Librarian (5th June 2023-31st January 2025) at The Ahalia School of Pharmacy, Palakkad.

- Catalogue, Classify and maintain library materials using DDC.
- Assist patrons in locating resources, conducting research, and helping with their project works.
- Manage acquisitions, ordering and processing of books and periodicals.
- Organize and maintain an efficient circulation system including check-ins, check-outs, renewal and overdue tracking.
- Maintain digital records and databases using Integrated Library System(ILS) such as Koha.

- Maintain patron information and their library activities through Koha and also through hard copy.
- Ensuring good library environment to the users of the library.

Library Trainee(10th August 2022-31st March2023) at Indian Institute of Management Tiruchirappalli.

- Assisted in shelving, organizing and maintaining library materials according to classification standards
- Daily circulation desk operations including issuing, returning and renewing books.
- Help users locate books, journals and other resources both physically and through catalog.
- Entered and updated records in the library management system LIBSYS.
- Experience in database and online journal sources.
- Working experience with Turnitin(Plagarism software)

Library Intern(1th September 2022-1st October 2022) at Central University of Kerala, Kasargod.

- Assisted with cataloging, shelving and circulation tasks.
- Helping users locate book and use the library system(OPAC).
- Processed new materials and maintained accurate records.
- Supported library events, orientations and displays.
- Gained hands-on experience with library management systems.
- Spine labelling, Rectification and proper display of books.

STRENGTH

- Effective communication and interpersonal skills.
- Familiar with digital libraries and e-resource management.
- Attention to detail and accuracy in handling data.
- Proficient in Integrated Library Systems(ILS) such as Koha and Libsys.
- Adaptability to new technologies and digital tools.

TECHNICAL SKILLS

- Operating System: Windows, Linus.
- Office Suites: MS Office(MS Word, Excel, Power Point etc.).
- Library Automation Software: Koha, Libsys.
- Digital Library Software: Dspace.
- Content Management Software: Wordpress.
- Reference Management Software: Mendeley, Zotero.
- Plagerism software: Turnitin

LANGUAGES

- English
- Malayalam
- Tamil(Speak)
- Hindi(Read & Write)

DECLARATION

I hereby declare that the above-written particulars are true to the best of my knowledge and belief.

NAMITHA P