

RESHMA RAJESH

Library & Information Professional

📍 Thrissur, Kerala 680584

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Objective

To work as a committed library professional, managing resources efficiently and delivering user-focused services. Eager to apply organizational skills and practical experience to enhance library operations. Committed to continuous learning in information management.

Skills

- Technical Expertise :
 - ILMS (Koha, Eprints), Cataloging & Classification, Metadata Standards (MARC), ETD Systems
 - Digital Repository Management, Database Search & Information Retrieval
 - Knowledge of MS Office
 - Basic knowledge of Canva, Lightroom, Inshot & VN applications for multimedia content creation and editing
- Professional skills :
 - Problem solving & Decision making
 - Attention to details
 - Effective communication

Languages

- English (Advanced Professional)
- Malayalam (Native)
- Hindi (Read/Write)
- Hebrew (Read/Write)
- Tamil (Conversational)

Education

- University of Madras
Master of Library & Information Science (M.Lib.I.Sc) | Expected 2025
- Bharath Sevak Samaj
Advanced Diploma in Mass Communication & Journalism | First Class with Distinction | 2022
- Sree Kerala Varma College, Calicut University
BA Malayalam Language & Literature | First Class with Distinction 2022
- GHSS Chathannur
Higher Secondary Education (Kerala Board) | 90.66% 2019
- Saraswathy Vidya Nikethan School
High School (CBSE) | 95% 2017

Internship

Indian Institute of Science (IISc), Bangalore | May–Jun 2024

- Gained hands-on experience in Acquisition, Circulation, Cataloguing, Reference Services, Binding & Stock verification.
 - Catalogued 500+ resources using Koha and ETD systems for efficient library management.
 - Managed and maintained digital repositories using Eprints.
 - Organized screening of documentaries in association with Special Days, fostering awareness among students and faculty
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Professional Experience

- *Volunteer | Dharamshala International Film Festival*
Himachal Pradesh | May–Jun 2023
 - Assisted in event operations, guided visitors, and resolved queries, enhancing user service skills.
 - *Volunteer | Kochi-Muziris Biennale Foundation*
Kochi | Jan–Jun 2023
 - Monitored exhibits, guided visitors, and supported event operations, strengthening organizational skills.
 - *Content Writer | Adslab*
Oct 2022–Jan 2023
 - Developed creative content and adhered to strict deadlines.
 - *Public Relations Officer | H.E.C.A.*
Kochi | Jul–Dec 2022
 - Managed client communication and resolved queries, strengthening user engagement & communication skills.
 - *Academic Consultant | AvodhaEduTec*
Kochi | Jul–Oct 2022
 - Counselling students on educational resources, developing resource guidance and information literacy skills.
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Awards & Certifications

- Elsevier-Scopus Academy: Basic & Advanced Search, Metrics
 - Web of Science: Training & Certification Program
 - Elsevier-Library Connect Academy: AI Foundations, Benefits & Risks of AI, Responsible AI
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References

- H.E.C.A Corporate Office
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- Dr.Fazlunnisa Syed
Assistant Professor | Department of Library and Information Science | University of Madras
✉ fazul_8383@yahoo.com | ☎ 9941322008
- Dr.Jayakumar Chockalingam
Former Librarian | IIT | Roorkee
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