



SREELAKSHMI P S

Librarian



+91 9946048034



sreelakshmips888@gmail.com



[Sreelakshmips](#)

EDUCATION

M.Lib.I.Sc.

Rajagiri College of Social Sciences , Kalamassery

2024 - 2025

B.L.I.Sc.

St.Peter's College, Kolenchery

2021 - 2022

BSc. Chemistry

SNM College, Malliankara

2017 - 2020

TECHNICAL SKILLS

- Library Management Software (KOHA)
- Classification
- Cataloguing
- Reference Management Software (Mendeley, Zotero)
- MS Office
- HTML

PROFILE

Motivated and detail-oriented Library and Information Science graduate with hands-on experience as a college librarian at St. Stephen's College, Uzhavoor. Skilled in library organization, user services, and reference management tools. Passionate about creating inclusive, user-friendly library environments and contributing to knowledge sharing within academic communities.

WORK EXPERIENCE

Librarian-in Charge

2025 March - 2025 May

St.Stephen's College, Uzhavoor

- Managed daily library operations including circulation, shelving, and user support.
- Performed cataloguing and classification of materials using DDC.

Library organisation

July 2024

Pastoral Orientation Center, Palarivattom

- Classified and organised library books and shelves at POC as a part of curriculum.

Library organisation

September 2022

St.Stephen's College , Uzhavoor

- Participated in the library setup program at St. Stephen's College for the NAAC accreditation visit, assisting in organizing and arranging the entire library.

Library organisation

May 2022

Poothrikka Public Library

- Played a key role in setting up Poothrikka Public Library from scratch, organizing books, resources, and infrastructure to establish a well-structured library. Assisted in cataloging and classification to ensure systematic accessibility.

SOFT SKILLS

- Effective communication
- Organisation
- Teamwork
- Adaptability
- Time management

LANGUAGE

- English
- Malayalam
- Hindi
- Sanskrit
- Tamil

REFERENCES

Dr. Joshi George

Head of the Department
Department of library and
information science
Rajagiri College of Social
Sciences
Kalamassery
Phone: +91 8606365566
joshigeorge@rajagiri.edu

Jasimudeen S

UGC Librarian
St. Stephen's College
Uzhavoor
Phone: +91 9895786534
jasimnidd@gmail.com

ACHIEVEMENTS

Qualified for Admission to Ph.D. in the
UGC – NET Examination.

December 2024

CONFERENCES AND WORKSHOPS

- Attended two-day National Seminar on **“Bridging the gap: empowering the differently abled”** organised by the Dept. of Library and Information Science, St. Peter's College, Kolenchery.
- Attended an International Webinar on **“Ethical Writing Practices in the Age of AI: Avoiding Unintentional Plagiarism”** organised by Rajagiri College of Social Sciences and Rajagiri Business School, Kochi.
- Attended the International Conference on **“Libraries at the Crossroads: Balancing Tradition and Technology”** organised by DLIS, University of Kerala, Trivandrum.
- Attended the National Workshop on **“Exploring AI Tools for Research”** organised by the Dept. of Library and Information Science, Rajagiri College of Social Sciences, Kalamassery.
- Attended a two-day National Workshop on **“E-Resource Management and Advancement Scheme”** organised by KCLA MG University Region in association with the Dept. of Library and Information Science, St. Peter's College, Kolenchery.
- Attended a three-day International Conference on **“Success and Strategies for LIS Profession”** organised by Dept. of Library and Information Science, University of Calicut.