

First Cross, Gandhi Nagar, Thirukkanur, Puducherry-605501

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VIJAYAKUMAR M.

Objective

I preferred to join a position in an Information firms,
Information Technology and Non-Information Technology Firms.

Education

Qualification	Institution	Affiliation/Board	Year of Completion	Stream/ Degree Specialization	Score
MLIS	Pondicherry University	University Grants Commission	2013	Library and Information Science	78.40% /8.38 CGPA
PGDLAN	Pondicherry University	University Grants Commission	2013	Library Automation and Networking	72.80%
B.E	I.F.E.T College of Engineering, Tamil Nadu	Anna University	2007	Electrical and Electronics Engineering	60%
Class 12	V.O.C Government Higher Secondary School, Puducherry	Tamil Nadu State Board	2003	Maths, Physics, Chemistry, Biology	71.25%
Class 10	Bonne Nehru English Higher Secondary School,	Tamil Nadu State Board	2001	Maths, Science, Social Science	85.20%

Academic Projects

1. RFID Application in the Academic Libraries- A Case Study of SRM University's Central Library, Chennai (Nov 2012- April 2013)
2. Closed Loop Speed Control of Servo Motor for Electric Vehicles (Nov 2006- April 2007)

Internship/Apprenticeship

1. Scientific Information Resource Department, Indra Gandhi Centre for Atomic Research, Kalpakam, Tamil Nadu- Librarian Internship (4 Weeks)

I worked in the Acquisition and done RFID tagging, Prepared documents purchase order

Date of birth: 05_11_1985

slips and then I moved in to the technical section and done classification, cataloguing and recording of the Bibliographical information in the database using the Libsys Automation software.

- ▣ Moved in to the Computer section and learned some basis about the storage and networking.
- ▣ Seated in the help desk cum circulation counter and does interaction with the users to solve their queries.
- ▣ Since it is a RFID enabled library therefore I pr

RFID and its application in the libraries.

- ▣ Exposed to the Reprography and Content development section for book bindings and E-Publication.
- ▣ Finally I worked in the Journal section and does journals managements, tagging of back volumes.

2. Tamil Nadu Electricity Board, Cuddalore circle- Graduate Apprenticeship Trainee , (20-08-2008) to (19-08 -2009)

- ▣ First three months I worked in the general section where I learned to prepare approval documents for the various other section's files.
- ▣ Second three months I posted in the materials maintenance section and learned about tender process and order preparation
- ▣ Third three months I worked in the special maintenance section and does testing of A.C Transformers.
- ▣ Final three months I worked in the meter-relay testing section, in that I went along with the section engineers to various commercial and industrial sector to practice the testing of meters and relays.

3. Indian Institute of Management Tiruchirappalli- Library Apprentice, (27-03-2014) to (26 -03-2015)

- ▣ Does Acquisition of Books, Journals and Magazines
- ▣ Subscription of Electronic Resources
- ▣ RFID based Circulation (Check In, Check Out, Membership ID Card Preparation, etc.)
- ▣ Does Content development
- ▣ Used Library Management Software called Libsys to do library operation
- ▣ Does Document Delivery Services based on the request
- ▣ Does classification and Cataloguing of Information Resources
- ▣ Knows E-Publishing and Reprography
- ▣ Does search, store and Retrieval of Information from the online databases, etc.

4. Indian Institute of Management Bangalore-Project Executive, (01-04-2015) –(31-03-2017)

- a. Collected the Bibliographical Details of the Monographs which are going to procure for the Learning Resource Centre and prepared a Bibliographical file for the same.
- b. Prepared an Intend list and entered the particulars of the monographs which are going to be procured for the Learning Resource Centre.
- c. Referred the mails which are got from the vendors and prepared the vendor price comparison list which is essential to shortlist the exact vendors for the procurement of monographs.
- d. Short listing the vendors is done based on the factors such as delivery period and the reasonable price and discount.
- e. Entered the accession number which is the unique number provided by acquisition section to the procured monographs in the corresponding accession register.
- f. Also prepared the Monograph transfer lists for both the technical and as well as to the circulation sections in order to transfer the procured monographs to the corresponding sections.

▣ Research and IT Section:

- a. Checked the date and place of the journal items in the file.

- b. Done Machine Readable Cataloguing (MARC) of the Procured Sanskrit monographs and its accompanying materials such as Pictographs and Compact discs.
- c. Done Machine Readable Cataloguing (MARC) of the procured monographs.
- d. Searched and retrieved the digital copy of the IIMB faculties published journals Articles in our learning resource center's e-resources for the year 2011-15.
- e. Then prepared a file for the same which contain the bibliographical details of the IIMB Faculties published journal articles for the year 2011-15.
- f. Also done search and retrieval of archiving color and policies of the respective IIMB Faculties published journals using the website Sherpa/Romeo.
- g. Using this information and finally prepared a list of IIMB faculties published journals starting for the years 1954-2015.

Circulation

- a. Check in, Check out, renewal, reservation of resources, fine collection
 - b. Interaction with the user to locate the resource
 - c. Guiding the user to locate and retrieve information from the resource
 - d. Search and retrieval of information based on the user's request
5. **Integra software private limited-Data conversion analyst, (23-10-2017) to (20-04-2018)**
- a. Xml tagging
 - b. Docx to xml conversion
 - c. Xml parsing error clearing
 - d. Xml validation
 - e. Online quality checking
6. **Worked as a librarian at Jawaharlal Nehru College for Women**
7. **Worked at Rambal limited as a machine operator**
8. **Currently working in E.S Polytechnic college as library assistant**

Attended Trainings:

- a. Attended a five days training program about the advance usage of the VTLS Library Management Software at the Learning Resource Centre.

Areas of Exposure

-  Practiced to work with the digital libraries such as Dspace and Green Stone
-  Practiced with the Integrated Library Automation Software such as Libsys, Koha and Soul to do acquisition, serials control, circulation and report generation
- Worked with the RFID based circulation and stack management, xml

Participated Events

1. Participated in the eighth national conference on READIT (Recent Advances in Information Technology) organized by SIRD (Scientific Information Resource Division), Resource Management Group- IGCAR (Indra Gandhi Centre for Atomic Research) and Madras Library Association from 28-12-2011 to 29-12-2011

Declaration

The above given information are true to the best of my knowledge and not exceeded above my qualification.

Thanking You,

Yours Truly
Vijayakumar M