

KOMAL

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SUMMARY

Pursuing MLIS with a strong foundation in library management, information organization, digital archiving, and research methodologies. Proficient in cataloging , database management, and reference services. Skilled in customer service, data curation, and academic research support. Seeking an opportunity to apply knowledge in a dynamic library or information management role.

TECHNICAL SKILLS

Library and Information Management Skills : Cataloging and classification, Library Management System(Web Opac, RFID),Collection Development.

- **Digital Library Skills** : Database Management, Digital Library (DSpace ,Greenstone).
- WordPress .
- Reference Services & Research Assistance.

Soft Skills:

- Communication & Interpersonal Skills
- Problem-Solving & Critical Thinking
- Team Collaboration

EDUCATION

- | | |
|---|----------|
| • MLIS (2024-present) | Pursuing |
| Kurukshetra University, Kurukshetra | |
| • BLIS (2023-2024) | CGPA 7.6 |
| Kurukshetra University, Kurukshetra | |
| • B.A(2020-2023) | 76.5% |
| Pt. Chiranjilal Sharma Government College, Karnal | |

EXPERIENCE

Library Intern

A.C Joshi Library, Panjab University ,Chandigarh | [May,2024] – [June,2024]

- Assisted in cataloging and classification of books .
- Managed circulation services, including book lending, returns, and user inquiries.
- Provided research and reference assistance to students and faculty members.
- Assisted in **digital archiving** and **metadata management** for library resources.

DECLARATION

I hereby declare that the information provided in this resume is true and correct to the best of my knowledge and belief.