

SANI BENNY

LIBRARIAN

📍 Kottayam, kerala

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☎️ 8590809514

PROFILE INFO

Dedicated and detail-oriented Library Assistant with over 2 years of experience in library management, resource organization, and digital archiving. Proficient in KOHA: ILMS and adept at supporting library automation and database management. Passionate about promoting a reading culture through book reading programs and book fairs. Skilled in cataloging, circulation, and assisting students and researchers in accessing academic resources. Committed to enhancing library efficiency through digitization and modern library technologies.

EDUCATION

2021-2022

ST. BERCHMANS COLLEGE

- Master of Library and Information Science

2019-2021

ILIS - INSTITUTE OF LIBRARY AND INFORMATION SCIENCE

- Bachelor of Library and information science

2015-2017

BASELIUS COLLEGE KOTTAYAM

- Master of Arts in Economics

2012-2015

BCM COLLEGE KOTTAYAM

- Bachelor of Arts in Economics

WORK EXPERIENCE

2022 - PRESENT

Library Assistant

SB College | Duration: 2 Years

- Managed daily library operations, including book issuance, returns, and cataloging to ensure an organized and efficient system.
- Assisted students, faculty, and researchers in locating academic resources, reference materials, and digital archives.
- Maintained and updated the library database, ensuring accurate record-keeping and inventory management.
- Supported the digitization process of library resources to improve accessibility for users.
- Conducted regular audits of library materials, ensuring proper maintenance and timely replacements.
- Organized and coordinated book reading programs and book fairs to promote a reading culture among students.

Library Assistant Intern

2021

Mahatma Gandhi University Library | Duration: 6 Months

- Assisted in cataloging, organizing, and maintaining library resources for efficient access and retrieval.
- Provided support in issuing, returning, and shelving books while ensuring proper record-keeping.
- Guided students and researchers in locating reference materials and using digital library systems.
- Supported library staff in administrative tasks, including inventory checks and report preparation.

CERTIFICATION

State-Level Workshop on KOHA: ILMS

(23 & 24 May 2022)

- Attended a comprehensive workshop on KOHA: Integrated Library Management System (ILMS), covering key aspects such as cataloging, circulation, user management, and system customization. Gained hands-on experience in implementing KOHA for efficient library automation and resource management.

St. Kuriakose Elias Chavara Archives and Research Centre

(15 February 2022)

- Visited the St. Kuriakose Elias Chavara Archives and Research Centre, Mannanam, to explore historical manuscripts, rare documents, and archival materials. Gained insights into archival preservation techniques, digitization processes, and research methodologies for historical documentation.

SKILLS

- Communication
- Team work
- Time management
- Knowledge of computers

LANGUAGES

- Tamil
- English
- Hindi

HOBBIES

- Gardening
- Reading
- Photography