

PRIYANKA DATTATRAY DUMBRE

Master of Library & Information Science, M.Com., PGDLAN

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Objective: -

To obtain a position in the field of library science, where I will be able to contribute my skill, knowledge & experience to an organization that will give me an opportunity to develop my career.

Academic Record: -

- 2015 - 2016 **Master of Library & Information Science**, University of Mumbai, Maharashtra
55.12%
- 2014 - 2015 **Bachelor of Library & Information Science**, University of Mumbai, Maharashtra
62 %
- 2011 – 2013 **Master of Commerce, Cost & Works Accounting**, University of Pune, Maharashtra
60.83%
- 2008 – 2011 **Bachelor of Commerce**, University of Pune, Maharashtra
72.66%
- 2006 – 2008 **H.S.C.**, Maharashtra Board
72.33%

Additional Qualification: -

- I have done one year '**Post Graduation Diploma in Library Automation & Networking**' with 78.50 % from Joshi-Bedekar College of Arts & Commerce, Thane.

Project Study: -

- Classification for Information Retrieval: Comparison of Special Classification Scheme with DDC
- Term paper of 'Library Related Software'
- Library Website using html & CSS programming language
- Integrated library management software in VB 6.0

Professional Experience: -

June 2017 – **Librarian**

Till date Ocean Education & Research Centre Academy' (OERC Academy), Turbhe, Navi Mumbai

- Supervised and reviewed support staff

- Develop and manage collections of books and journals (both paper and electronic), as well as websites
- Select, acquire and catalogue information using library and information software
- Create, update and manage electronic and printed information resources
- Prepare various reports when needed

Jan 2017 – **Library Trainee** (5 months)

May 2017 VPM's Polytechnic College', Thane (W)

- To undertake training and assist in a range of library services, across all library teams
- To undertake other routine tasks, including shelving, shelf tidying and stock processing
- To work as part of a team to provide a help desk service and roaming support as needed
- To assist library users with directional and information inquiries

Jul 2016 – **Library Trainee** (6 months)

Dec 2016 Joshi-Bedekar College of Arts & Commerce', Thane (W)

- Supervising the reading rooms and ensuring the library rules are being observed
- To maintain Library order, security and discipline for e.g. shelving books and periodicals, tidying shelves
- Upload softcopy of books into library website (Internal Repositories) using DSpace Digital Library Software
- To undertake training and assist in a range of library services, across all library teams

Apr 2016 – **Interns** (1 month)

May 2016 Sir Dorabji Tata Memorial Library,' Tata Institute of Social Science (TISS), Mumbai

- Assisting in prioritization of various office activities
- Perform other duties as designated by librarians in assigned work area
- Operating standard office machines
- Will develop a working knowledge about the organization and care of library materials, library services, and programs

Personal Details:-

Date of Birth	:	15/02/1991
Gender	:	Female
Cast	:	Hindu-Maratha
Marital Status	:	Unmarried
Language Know	:	English, Marathi, Hindi
Current CTC	:	Gross Rs. 1,87,200/- p.a.
Expected CTC	:	Gross Rs. 2.5 to 3,00,000/- p.a.

Computer Proficiency: -

- Online Course - 'MS Excel : Complete Excel Guide 2020' by Start-Tech Academy & Udemy.
- MS-Office, MS-Excel, MS-Access, Internet Browsing (MS-CIT), Tally 9.0
- Typing speed in English 40 w.p.m & Marathi is 30 w.p.m.

Membership of Professional Associations: -

- SALIS - Lifetime Membership
- LIS Academy Life Membership
- LIS Forum & LIS Link

Contribution of eLearning Process:

- Manage You tube Channel
- Manage, uploading & monitor courses in 'oerc.instrukt.co', Create a eResource using any kinds of files including video, audio, pdf, ppt etc.

Library Software Knowledge: -

- I am familiar with the library integrated management software such as KOHA, e-Granthalaya & LibSuite
- Digital library software - DSpace
- Online Database such as Ebsco, Jstore etc.
- I-Card software - Badge Maker Software

Seminar/Workshop/Webinar: -

- Participated in the 'Online FDP on Skills for Librarianship' from 16th May to 21st June, 2020.
- Participated in the 'National Workshop on Confronting Copyright: For Librarians & Academicians'.
- Participated in the One Day Seminar cum Workshop on 'D-Space Digital Library Software on Windows Platform'.
- Participated in the one Day Workshop on 'Koha and Library Automation'

Area of Expertise: -

- | | | |
|-----------------------|------------------------|---------------------|
| - Membership Issuance | - Material Circulation | - Cataloging |
| - Classification | - Serial Control | - Online E-Resource |

Declaration: -

I hereby declare that the above information is true to the best of my knowledge and belief.

Place : Thane

Date : (Priyanka Dattatray Dumbre)