

Anshika Mahajan

Library and Information Science
Post-Graduate

Information literate, looking for an opportunity
in the library and information science sector.



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EDUCATION

Master of Library and Information Science

University of Delhi

2018 – 2019

67.75%

Bachelor of Library and Information Science

University of Delhi

2017 – 2018

72%

Diploma in Computer Applications

Sardar Patel Academy and Research Centre

2017 – 2018

71.00%

B.A. (hons) Philosophy

University of Delhi

2014 – 2017

69.75%

WORK EXPERIENCE

Documentation Assistant

National Social Science Documentation
Centre (ICSSR)

10/2019 – 2019

Achievements/Tasks

- Technical (ICT) operations of the library
- Installation of new library software
- Create/ Maintain Database Management Systems

Junior Project Fellow (Library)

NCERT, New Delhi

08/2019 – 10/2019

Achievements/Tasks

- Automation of the library in house activities using Koha
- Interlinking all NCERT libraries and its constituents
- Development of union catalogue of all NCERT Libraries

Library Intern

Indira Gandhi National Centre for Arts

05/2019 – 08/2019

New Delhi

Achievements/Tasks

- Maintained and updated journals on OJS platform
- Worked extensively on KOHA
- Stock Rectification of manuscripts from microfilms.

SKILLS

Python

Mysql

MS Office

Wordpress

Organisational Skills

Website Management

Communication Skills

Public Speaking

Leadership

Analytical Skills

Research

Social Media Marketing

Project Management

Information Retrieval

Information Research

Information Management

PERSONAL PROJECTS

Collection Use Study of UCMS Library (Delhi)
(2017 – 2018)

Reference Section Management Study of Select
University Libraries of Delhi (2018 – 2019)

LIBRARY SOFTWARE

KOHA

LIBSYS

Open Journal System(OJS)

Dspace

CERTIFICATES & ACHIEVEMENTS

UGC NET(National Eligibility Test) Qualified (Dec 2018)

Creative Writing Certificate from British Council Delhi
(08/2014 – 10/2014)

AIR 9 in DU's Entrance Examination for Mlisc (2018)

3rd Rank in Blisc (2017 – 2018)

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Swimming

Watching movies

Sketching

Art&Craft

Painting