

# NAVYA J R

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Nanminda, Kozhikode, Kerala, Pin:673613

## SUMMARY

Dynamic library professional with experience at Sree Sankaracharya University of Sanskrit, adept in information literacy and library management systems. Proven ability to enhance user experience through effective research assistance and digital archiving. Committed to leveraging multimedia production skills to innovate library services and support diverse patron needs.

## EXPERIENCE

### Library Trainee

**Sree Sankaracharya University of Sanskrit**

**August- 2024 – Current**

A prominent university focused on Sanskrit studies

- Managed circulation desk operations, including checking items in and out, and resolving account issues.
- Organized and shelved library materials according to Dewey Decimal System.
- Assisted patrons in locating and using library resources.

### Library Trainee

**SB Central Library, Changanassery**

**Aug 2024 - Oct 2024**

- Supported routine library operations by assisting staff with daily tasks.
- Answered patron questions related to library resources, services, and policies.
- Assisted with selection and pre-cataloging tasks.

### Volunteer

**Department of Economics, St. Berchmans College Changanacherry**

**Jan 2024 – Apr 2024**

- Classification, Cataloguing and Koha installation

### Library Trainee

**Central Library, MES Mampad College**

**18 February 2023**

## STRENGTHS



### Library Management Skills

Expertise In acquisition management, cataloging and library programming

## EDUCATION

### Master of Library and Information Science

**St. Berchmans College Changanassery**

**April 2024**

### Bachelor of Library and Information Science

**Farook College Autonomous, Kozhikode**

**April 2023**

### Certificate course in Library and Information Science

**IHRD Thiruthiyad, Kozhikode**

**March 2022**

### Bachelor of Commerce

**Sree Narayana Guru College Chelannur**

**April 2021**

### Plus Two

**Nanminda Higher Secondary School**

**March 2018**

### SSLC

**Nanminda Higher Secondary School**

**March 2016**

## LANGUAGES

**MALAYALAM** - Native

**ENGLISH** - Advanced

**HINDI** - Proficient

## **CERTIFICATION**

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### **Certificate of Diploma in Library Automation**

Diploma in Library Automation at Rajagiri College of Social Science

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### **Certificate of participation in National Seminar**

Participation in the one day National Seminar on the 'Role of Libraries in Sustainable Education and Research' organized by the Amala Institute of Medical Science (AIMS), Trissur in collaboration with ALA, KMLA and KSCSTE

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### **Certificate of State Level workshop on KOHA**

Attendance at the State Level workshop on KOHA at St. Aloysius college, Edathua

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### **Certificate of participation in National Seminar**

Participation in the National Seminar on 'Planning and Designing of Library Building' at SB College, Changanassery

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### **Certificate of participation in NIPAM**

Participation in National Intellectual Property Awareness Mission (NIPAM) organized by the Intellectual Property office, India

## **SKILLS**

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Library Programming

Catalogue Maintenance

Acquisition Management

Cataloguing Expertise

Library Marketing