# REPANA YAKOBU

LIBRARY PROFESSIONAL

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Indian  School of Business; Mohali

## OBJECTIVE

To obtain a librarian position in a dynamic library environment, leveraging my knowledge of library science and strong organizational skills to contribute effectively to the institution's goals. Helps keep the library running well by proactively helping patrons and solving problems. Always ready to support staff with any need.

## SKILLS

| | | | |
|---|---|---|---|
| Classification | Meatadata Creation | User Engagement | Accession Register |
| Koha & VTLS | Dspace | Coral | VuFind |

## WORK EXPERIENCES

**Professional Assistant**

*Indian School of Business, Mohali*                                 *August 2023 – Present*

- Databases Services (Companies, Market Research, Country & Industry information, etc.)
- Research Support (Literature Search, Research Tools Guidance, & Plagiarism Checking, etc.)
- Staff Supervising (Team Lead, Coordination & Monitoring)
- Circulation & Patron Management (All kinds of responsibilities)
- Serial Processing ( Serial Checkin Process, Invoice processing & Records Maintenance)
- Administration Support (Hiring Support, & any other works under managers supervision)
- Other Services (Course Guide Preparation, News Letter Services, Placement Guide Preparation, News Clipping Services & SDI & CAS Services)

**Assistant Librarian**

*Malla Reddy University, Hyderabad*                                 *June 2023 – July 2023*

- Technical Processing (Classification, Metadata Creation, RFID Tagging, Stamping & Labeling)
- User Guidance/Support (User Orientation & Education)

**Assistant Librarian**

*CMR Institute Of Technology, Hyderabad*                     *May 2019 – October 2022*

- Stock Shelving and Rectification & Stock Maintenance.
- Circulation and Patron Management (Patron Services, Fine Management & Daily Routines)
- Supporting the Acquisition Process and Accession Register Maintenance (Books & Serials)
- Technical Processing (Classification, Metadata Creation, Stamping & Labeling)
- Other Services (Admission Process, Invigilation Support)

# EDUCATION

**10th/Secondary School of Education (SSC) _ 77%**

ZPHS NPK | SSC Board, Andhra Pradesh.                                    *2008 – 2009*

**12th/Intermediate: Commerce, Economics & Civics (CEC) _ 72%**

Bharathi Jr. College | Intermediate Board, Andhra Pradesh.              *2009 – 2011*

**Bachelor of Commerce in Computers Application (B. Com CA) _ 65%**

Yogi Vemana University | Kadapa, Andhra Pradesh.                        *2011 – 2014*

**Master's of Library and Information Science (MLISc) _ 73%**

Sri Venkatewara University | Tirupati, Andhra Pradesh.                  *2014 – 2016*

**Diploma In Library Automation & Networking (DLAN) _ 71%**

University of Hyderabad| Hyderabad, Telangana.                         *2021 – 2022*

# ACHIEVEMENTS

- UGC NET – Dec/2020
- AP SLET – Oct/2019
- Advanced Digital Library: Enhance Your Skills – Aug/2024
- Bloomberg Market Concepts – Jun/2024

# PROJECTS

- Created a database for the Asian Pacific Studies Departmental Library at SV University as part of the course curriculum.
- A Case Study on the Use of NewGenLib Library Automation Software at the Central Library, CMR Institute of Technology, Hyderabad. Conducted as part of the Post Graduate Diploma in Library Automation and Networking requirements.

# STRENTHS

- Quick learner and self-motivated nature.
- Ability to rapidly build relationships and set up trust.
- Confident and determined.
- Ability to cope up with different situations

# LANGUAGES

- English, Telugu, Hindi & Kannada

# REFERENCES

- Rupali Kumari      Manager & HOD      Indian School Of Business      rupali_kumari@isb.edu
- Chandra Chari      Librarian & HOD      MR University, Hyd      chandrachary81@gmail.com

# DECLARATION

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