

BIODATA

GREESHMA GS

22/10/1998

GRESHMA BHAVAN VENGANOOR

VENGANOR P.O 695523

TRIVANDRUM, KERALA

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PROFESSIONAL PROFILE

Masters in Library and Information Science with 1+ years of expertise in a college library. Strong educational background, practical experience, personal qualities, Skilled in library management and providing appropriate resources for independent learning and research activities. Looking forward to contribute towards achieving the organizational goals to the best of my potential. Knowledgeable academic librarian with 2 years of experience managing resources in a thriving college library.

WORK EXPERIENCE

2024 – CURRENT COLLEGE LIBRARIAN-PHARMACY COLLEGE

(12th Sep 2022- 2024)

1 year and 6 months Librarian experience in Pharmacy College Library, Kerala Academy of Pharmacy, Thiruvananthapuram, Kerala, India. Lead the students to achieve better academic performance to keep the library facilities up to date by stacking with required learning resources and make them available to students in a seamless way. Add books and journals in the library on yearly basis. Update e-learning resources continually. Meet well before commencement of academic year to prepare the list of books and other learning resources needed along with budget estimate and submit to the principal for further action. Arrange guest lecturers for faculty members and research scholars on effective utilization of library.

Prepare and submit the annual report on the functioning of the library. Record library Committee activity in a separate register.

2021- LIBRARY ASSISTANT, STATE CENTRAL LIBRARY THIRUVANANTHAPURAM

(1st Jan 2021 - 30th June 2021)

6 months experience as Library Assistant in State Central Library, Thiruvananthapuram, Kerala. Helping patrons find materials and resources, conduct research, and evaluate search results and reference materials. Teaching patrons' information literacy, such as how to use search engines, databases, and library catalogues. Organizing library databases and materials so they are easy to find. Preserving and promoting local heritage by archiving historical documents, records, and cultural artifacts. Offering educational programs and supporting lifelong learning initiatives.

EDUCATION

- **Master of Library and Information Science (MLISc - 2023)**
School of Distance Education, Thiruvananthapuram, Kerala

- **Bachelor of Library and Information Science (BLISc-2020)**
Institute Of Library & Information Science
Mahatma Gandhi University (MG), Kottayam, Kerala

- **Bachelor of Economics (2019)**
Mother Theresa College. Nellikkad Kattakkada, Kerala
Kerala University, Thiruvananthapuram

- **Higher Secondary Examination (2016)**
Science
Board of Higher Secondary Examination, Thiruvananthapuram

CERTIFICATIONS

- 1) National Workshop on Library Automation, Koha Training programme sponsored by Directorate of technical Education Kerala
Government College of Engineering Kannur

- 2) National Webinar – The challenges of protecting intellectual property rights in a digital world
Department of Library and Information Centre in Association with IQAC
Karnataka college of Management Science Bangalore
- 3) Vocational Certificate – Certificate in Basic Computing (2014)
National Institute of Open Schooling, Govt of India

SKILL

1. Organisation
2. Communication
3. Technology
4. Cataloguing
5. Computer skills
6. Information curation
7. Critical thinking
8. Research skills

LANGUAGES

Malayalam (Native)

English (Fluent)

Hindi (Intermediate)

DECLARATION

I certify that the information provided in this resume is true and accurate to the best of my knowledge.

Place: Venganoor

Date: 17/3/2024

Signature

Greeshma GS