

ANJU M.K.



Personal

- Address**
Tubli, Bahrain
Manama
- Phone number**
+973 34 041 622
- Email**
anjumkramesan@gmail.com
- Date of birth**
16-01-1994
- Place of birth**
Vadakara, Kerala
- Gender**
Female
- Nationality**
Indian
- Marital status**
Married

Languages

- English ●●●●●
- Hindi ●●●●●
- Malayalam ●●●●●

Dynamic and Knowledgeable librarian with six years of experience in library and information services. Proficient in customer service, information retrieval, library management. Committed to delivering great services and supporting the community by providing assistance in information retrieval and research techniques. Skilled in cataloging, utilizing library technology and organizing book collections. Knowledgeable of library operations and services

Work experience

- Librarian** Mar 2019 - Jul 2024
AWH Special College, Kallai; Kozhikode; Kerala
- Managed all library activities, including acquisition and circulation.
 - Established digital library platform, enhancing resource accessibility.
 - Integrated information literacy skills for academic development.
 - Managed reference queries, emphasizing customer engagement.
 - Experienced in online resources, databases and e-books.
 - Coordinated books and journal ordering, invoice processing and usage statistics.
 - Assisted patrons with book recommendations and research techniques.
 - Trained staff, students and faculty on library technology.
 - Expanded collections and programs in response to user needs.
- Library Trainee** Jan 2018 - Jan 2019
Central University of Kerala, Periyar; Kasaragod; Kerala
- Data entry.
 - Spine Label works.
 - Shelf arrangement and Stock verification.
 - Charging and discharging operations.
 - Register maintenance, documentation & user assistance
 - Online cataloging & database searching.
 - Reference & Reprography service.

Education and Qualifications

- National Eligibility Test For Assistant Professor (NET)** Jan 2017 - Jan 2017
University Grants Commission (UGC), University Of Calicut
- Master of Library & Information Science** Jun 2015 - Jun 2017
University Of Calicut, Calicut University Campus
- Professional Diploma in Computerized Financial Accounting** Jun 2015 - Nov 2015
Kerala State Rutronix, Vdakara
- Bachelor Of Science (Zoology)** Nov 2011 - Apr 2014
Govt. College, Madapally, University of Calicut

Skills

- Good communication skill to interact with people. ●●●●●
- Computer literature with typing. ●●●●●
- Excellent skill to maintain records. ●●●●●
- Reference assistance ●●●●●

Project Work

Use of E-Resources by Students of College of Engineering, Vadakara.

Software Knowledge

- Familiar with library automation software like KOHA; Digital library software like D-SPACE, GREENSTONE and office management software like MS-Word, Excel and Power point etc.
 - Knowledge in HTML Mark-up language.
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References

Dr.P. Senthil Kumaran
+91 9495 024 044
senthilkumaran@cukerala.ac.in

Central University Of
Kerala

Dr. Vasudevan T.M.
+91 9446 418 742
lishod@uoc.ac.in

Univesity Of Calicut

Sayed Jaleel Mashhoor
+971 50 438 9474
jaleelmashhoor@gmail.com

Mohammed Bin Rashid
University of Medicine
and Health Sciences