



DEEPAK CHAND NAUTIYAL

Assisting others in accessing library material

CONTACT

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Address 

C-352 Sector - 22

Noida-201301

SKILLS

MS-Office - Word, Excel,
Power Point & internet.

Knowledge Library Softwares -
Libsys, Koha, biblo and Libguru.

Knowledge of Digital Library -
Emerald e-journal, Ebsco, J-
Gate, Manuprata, SCC online.

Knowledge of Windows & Ubuntu.

Maintaining PO and Invoice
records.

Almost 25 years experience
in organizing & managing
library.

Records maintenance and
updatation.

Coordination with
Other departments.

Assistant Librarian & Administrator

CAREER OBJECTIVE

To be associated with a progressive organization that gives scope to apply my knowledge and skills and to be a part of a team that dynamically works towards the growth of the organization.

EXPERIENCE

Apeejay
Institute of
Technology,
Greater Noida
Assistant
Librarian
January 1998 to 31 July
2017

- Organizing Library - Arranging books of management
- Issue and collect books and update them in system.
- Fines and dues collection from students.
- Records maintenance and updation.
- Digital Library

- maintenance.
- Purchase requisition to purchase order PR to PO.
- Vendor Selection and price negotiation.
- Receiving of books and quality checks.
- Coordination with other departments for approval.
- Supporting admin in other tasks when required.
- Track the status of books.
- Dispute and conflict resolution.
- Manage online subscriptions and journals.

and updating them in system.

Librarian

Working at Present, IEC groups of institutions, college of pharmacy as a librarian since Feb.2020.

Vivekanand Institute of Technology & Science, Ghaziabad
Sant Vivekanand College of Law & Higher Studies
23 October 2017 to 30th November 2019

- Managing books, journals and magazines of both law and engineering graduates.
- Updating the records in the system.
- Fines and dues collections.
- Managing digital library.
- Manage online subscriptions.
- Assisting students and professors in accessing library material.
- Support admin at times of need.

EDUCATIONAL QUALIFICATION

- Completed High School - 10th from UP Board.
- Completed Senior Secondary School - 12th from UP Board.
- Graduated in BSC Science - Library from Agra university

PERSONAL TRAITS

- Loyal
- Dedicated
- Hardworking
- Determined

OTHER PROJECTS

- Organizing Library day every year in college campus.
- Attended the one day National Seminar of Current problem of libraries and Information Service in electronic age.
- Organized seminar on Impact of Digital Library in present scenario.
- Participating in yearly conferences related to Library.

OTHER INFORMATION

Date Of Birth : 18-04-1966
Languages Known : English,
Hindi

Hometown: Garhwal Uttarakhand India
Marital Status: Married

