

NAYANA NAIR

House No. 53, Sruthi
Santhinagar, Sreekariyam.P.O,
Trivandrum, Kerala 695 017
Phone: +919446508305
E-mail - nayanair3@gmail.com

- Post Graduate Degree in Library Science
- Winner of Institute Gold Medal to the Best Student
- Trainee at Capital Centre of Central University of Kerala
- Working experience on different softwares and computer languages

AREAS OF INTEREST

Digitisation, Manuscript Preservation, Classification, Cataloguing and Metadata

EDUCATIONAL QUALIFICATIONS

- Post Graduate Degree in Library and Information Science (MLISc), Tata Institute of Social Sciences (TISS), Mumbai, CGPA 8.3, Grade A with Gold Medal, 2013-15.
- B.A. (Hons) in English, The English and Foreign Languages University (EFLU), Hyderabad, CGPA 6.42, Grade B⁺, 2010-13.

SUBJECTS SPECIALISED

- Information Communication Technologies and Libraries
- Knowledge Organisation
- Digital Libraries
- Web Technology and Web Based Information Services
- Knowledge Discoveries and Data Management
- Knowledge Management Systems
- Semantic Web Technologies

TECHNICAL PROFILE

- Working Experience on different softwares like Koha, NewGenLib, Greenstone, DSpace, Drupal, E-Granthalaya.
- Working Experience on C⁺⁺, C, JAVA, HTML, SQL.
- Internet & E-mail.

DISSERTATION/RESEARCH PROJECTS

- Poorva:nivasanusmrithi: Design and Development of a Web Portal and Managing Access Controls in Manuscript Libraries in India
(Partial fulfilment for the award of Masters in Library and Information Science, Enrolment No. M2013MLIC005, TISS)

INSTITUTIONAL RESPONSIBILITIES/TRAININGS

As Trainee – Capital Centre, Central University of Kerala (16th July 2015- 15th July 2016)

- Digitisation, Classification, Cataloguing, Circulation and Library Management
- ICT
- IRKnowledgeBase, Participatory Web Based Information System (IR) of Capital Centre, Central University of Kerala, Thiruvananthapuram.

Internship Details – EFLU

- One Month Internship at University Library, The English and Foreign Languages University, Hyderabad, 01 April 2014 – 01 May 2014.

AWARDS/ACHIEVEMENTS

- Institute Gold Medal to the Best Student, Master of Library and Information Science, Tata Institute of Social Sciences, Mumbai, 2013-15.
- Best Student of Master of Library and Information Science, Tata Institute of Social Sciences, Mumbai, 2013-14.

PERSONAL ATTRIBUTES

- Work well under pressure and meet deadline with a commitment to excellence.
- Self directed and dedicated quality work.
- Aspiring for a competitive and challenging responsibility where I can utilize my knowledge and skill gained during my education.
- Has good communication skills, managerial powers, team spirit, leadership qualities, quick learner, observant, multilingual.

REFEREES

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| <ul style="list-style-type: none">• Dr. N. Satish
Librarian (i/c)
Ramesh Mohan Library
The English and Foreign Languages
University (EFLU), Hyderabad
Ph. No. 040 27689581
Email: nsatish54@gmail.com | <ul style="list-style-type: none">• Dr. Reinhart Philip
Head of the Department i/c
Department of International Relations
Capital Centre, Central University of Kerala
Pattom, TVM – 695 004
Mob: 9496560864
Email: reinganges@gmail.com |
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PERSONAL DETAILS

Age	:	24 yrs.
Date of Birth	:	24/09/1992
Sex	:	Female
Category	:	General
Marital Status	:	Single

Nationality : Indian
Interest & Hobbies : Reading & Writing
Languages Known : English, Malayalam, French, Hindi

DECLARATION

I hereby declare that whatever stated above is true upto best of my knowledge and belief.

Yours Faithfully

Place: Trivandrum
Date: 02/11/2016

NAYANA NAIR