



Yamini R

+91 8330070219

+91 9961434126

yaminidinesh2008@gmail.com

Detail-oriented and highly organized professional with 13 years of experience as Project Assistant/office assistant in Kerala Forest Research Institute Seeking a challenging role as an Administrative assistant that would allow me to grow as a professional and where I can use my skills, creativity and ability to provide administrative and technical support for your team. Adept at managing administrative tasks, maintaining an organized workspace, and assisting patrons with their needs. Possess strong communication and interpersonal skills, along with a passion for fostering a conducive and welcoming environment. Eager to learn new technologies in this field and to work in a fast-pace environment. Eager to contribute my dedication to efficiency and customer service in a dynamic office setting.

Experience

PROJECT ASSISTANT/OFFICE ASSISTANT

Kerala Forest Research Institute, Peechi, Thrissur,
Kerala, India 680 653

13 years' experience

- Stock Verification,
- Compilation of Indian Forestry Abstracts (IFA)
- Full text retrieval of Bamboo Books, Maintaining Library Portal
- All over the office assistant work.

Education

MASTER OF COMMERCE (MCOM)
(IGNOU)

BACHELOR OF LIBRARY AND INFORMATION
SCIENCE (B.LIB.I.SC)
(Annamalai University)

DCA - DIPLOMA IN COMPUTER APPLICATION
(HRDC)

Highlights

- MS Office
- DTP Operator
- computer skills
- organizational skills
- customer service skills
- cataloguing skills
- problem-solving skills
- critical thinking or analytical skills
- Basic clerical skills
- Leadership
- Interpersonal skills
- Circulation procedure
- Soft skills: KOHA, DSpace
- Evaluating Library services
- System administration
- Reference assistance
- Time Management
- Database management, Scanning, Documentation
- Digital Archiving and Preservation

PERSONAL DETAILS

Name : Yamini R
Date of Birth : 05-04-1982
Marital Status : Married
Father's Name : Rechi N
Mother's Name : Radha C.K
Gender : Female
Nationality : Indian
Languages : English, Malayalam, Hindi

PASSPORT DETAILS

Passport No : B9543689
Place of Issue : COCHIN
Date of Issue : 15/01/2024
Date of Expiry : 14/01/2034

REFERENCE

Dr. K F George
Principle Scientist -Kerala Forest Research Institute, Peechi, Thrissur
Phone: +91 9495462993

Mr. Arun V R
Junior Scientist-Kerala Forest Research Institute, Peechi, Thrissur
Phone: +91 9447325219

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge.

Yamini R



KSCSTE-Kerala Forest Research Institute

(An Institution under Kerala State Council for Science, Technology and Environment)

Peechi - 680 653, Thrissur, Kerala, India



Date: 12-12-2023

CERTIFICATE OF EMPLOYMENT

This is to certify that **Mrs. Yamini R.**, Kamalalayam House, Vilangannur, Peechi P.O, Thrissur 680 653, is an integral part of the Library Department at KSCSTE - Kerala Forest Research Institute (KFRI), Peechi P.O, Thrissur 680 653, India since May 12, 2010.

Position Held: Project Assistant (Library)

Projects:

- Building full text retrieval system for bamboo literature collection in KFRI Library
- Indian Forestry Abstract
- KFRI Library Portal

Key Responsibilities & Achievements:

- Library Systems: Proficient in Koha & Libsoft
- Library Operations: Book accessioning, cataloguing, barcode generation, shelf rectification
- Digital Library Management: DSpace, Indian Forest Abstracts
- Research Material Handling: Reports, papers, data collection
- eOffice Management: Efficient document handling, workflow processes
- Financial Operations: Cash receipt processing, invoice management
- Journal Management: Downloading and binding foreign and Indian journals
- Data Management: Collection, organization, and maintenance
- Systems Integration: Seamless integration of Koha, Libsoft, and other tools
- Adherence to Standards: Ensuring compliance in cataloguing, barcode generation, and processes.
- Timely Invoicing: Processing cash receipts, sending invoices, and financial record maintenance.
- Continuous Improvement: Committed to staying updated on new technologies and methodologies, contributing to enhanced library services.

Mrs. Yamini R.'s unwavering commitment and exceptional contributions significantly improved the efficiency of library projects, including Indian Forestry Abstract and KFRI Library Portal. Her valuable skills and international-level expertise make her an asset in any library or related field. This certificate is issued without reservation for presentation during interviews, affirming her expertise in library management.



Principal Scientist (Librarian)

Dr. GEORGE K. F.

Principal Scientist

Library and Information Division

KSCSTE-Kerala Forest Research Institute