



MEER ALAM

Librarian

Academic & Digital Libraries

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Nationality: Indian | Visa Status: Work Visa (Qatar) | Driving License: Valid Qatar License

PROFESSIONAL SUMMARY

Experienced and highly skilled **Head Librarian** with over 9 years of international experience in **academic libraries**, **digital libraries**, and **information management** across Qatar, UAE, and India. Expertise in **cataloguing**, **metadata management**, **digital resource integration**, **information literacy**, and **academic research support**. Proven ability to enhance learning environments, support research programs, and manage **library systems** and **digital tools** to optimize access to information. Adept at utilizing technology to improve educational experiences and streamline library operations.

TECHNICAL SKILLS

- **Library Management Systems:** Koha ILS, OPAC, DSpace, Libsys
- **Digital Tools:** Google Workspace, MS Office, Moodle, MS Teams
- **Cataloguing & Metadata:** MARC, Dewey Decimal, DDC
- **E-Resources Integration:** Digital Archives, Online Databases, E-books

PROFESSIONAL EXPERIENCE

Head Librarian

Taleb Group of Schools (Alpha Cambridge School) – Doha, Qatar

April 2021 – Present

- Lead and manage the **digital campus library**, including **cataloguing**, **circulation**, **acquisitions**, and overall library operations.
- Integrate **digital resources**, **e-books**, and **online databases** to support student and faculty learning.
- Conduct **research workshops** and **information literacy sessions** to enhance academic skills.
- Curate and purchase new library materials to maintain a relevant and up-to-date collection.
- Organize and manage the annual **book fair**, promoting literacy and a culture of reading.
- Develop and implement **library policies** and workflows to improve operational efficiency and user experience.

Librarian

Pakistan Education Academy – Dubai, UAE

October 2018 – Mar 2020

- Managed **cataloguing** and **classification** using **DDC** and **UDC** standards to ensure organized and accessible collections.
- Integrated **e-books** and **online databases** into the curriculum to support digital learning.
- Led **research workshops** on **APA** and **MLA citation styles**, enhancing academic research and writing skills.
- Promoted **digital literacy** among students, supporting technology-enhanced learning environments.
- Assisted faculty in incorporating **digital library tools** and online resources into classroom instruction.

Librarian

Asian International Pvt School – Abu Dhabi, UAE

Mar 2017 – Jul 2018

- Optimized **cataloguing accuracy** and streamlined **book lending procedures**, enhancing circulation services.
- Used **circulation data** to guide **collection development**, aligning library materials with academic needs.
- Conducted **training sessions** for teachers and staff on **digital library tools**, e-learning platforms, and **research databases**.

- Provided **research assistance** and **reference services** to students, offering access to both print and digital materials.

Assistant Librarian

Sama Praveen Girls Degree College – India

Feb 2016 – Mar 2017

- Supported **daily library operations**, including **cataloguing**, **classification**, and **ILS** data entry.
 - Assisted students with **academic research** and **information retrieval**.
 - Managed **circulation records** and **resource inventories**, ensuring smooth library operations.
 - Guided students in accessing **print** and **digital materials** for assignments and projects.
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EDUCATION & QUALIFICATION

Master of Library & Information Science (MLISc)

Sam Higginbottom University of Agriculture, Technology & Sciences (SHUATS) India – 2017

Bachelor of Library & Information Science (BLISc)

Jamia Millia Islamia (JMI) University, India – 2015

Bachelor of Science in Information Technology (BSc IT)

HNBG University (Hemwati Nandan Bahuguna Garhwal University) India – 2012

PROFESSIONAL TRAINING

- **Academic Library Training** – IIT Delhi Central Library
 - **Academic & Research Support Training** – Jamia Millia Islamia University Library
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CORE COMPETENCIES

- **Cataloguing & Classification:** DDC, UDC, Colon Classification
 - **Library Systems:** Koha ILS, OPAC, DSpace, Libsys, RFID
 - **Digital Resources Management:** E-books, Online Databases, Digital Archives
 - **Research & Information Literacy Instruction**
 - **Digital Learning Tools:** Google Classroom, Moodle, MS Teams
 - **Academic Research Support:** APA, MLA Citation, Research Workshops
 - **Library Policies & Workflow Management**
 - **Collection Development:** Data-driven, Curriculum-based
 - **Metadata Standards:** MARC 21, Dewey Decimal, DDC
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CERTIFICATIONS & APPROVALS

- **Certified School Librarian**
 - **UAE MOE Equivalency Certificate**
 - **ADEK Librarian Approval** – Abu Dhabi (2017)
 - **KHDA Librarian Approval** – Dubai (2018)
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PROFESSIONAL MEMBERSHIPS

- **American Library Association (ALA)** – Member
 - **Qatar National Library (QNL)** – Member
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LANGUAGES

- **English** – Fluent
- **Arabic** – Proficient
- **Hindi** – Native
- **Urdu** – Fluent