



ANITA PRADHAN

Digital Archivist

Contact Me

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Skills

- Team Communication
- Good communication
- Management role

Short Term Course

- *Diploma in Computer Application and Maintenance from Epitome Institute*
- *Short-term Course in Care and Conservation of Books and Manuscripts from National Archives of India*
- *Certification in Empowering Your Skills with Power BI*
- *Certification in Professional Skills from British Council*

Work Experience

- Presently working as a Digital Archivist at O.P Jindal Global University, Sonipat
- Worked as a Research Assistant at Corps of Engineer Archives and Museum, College of Military Engineering, Pune.
- Worked as an Archivist in Film Heritage Foundation, Mumbai .
- Trainee at National Archives of India
- Working as a senior teacher and Coordinator to the institute named 'Naksh Classes' for three year.

Education

- Post Graduation Diploma in Record and Archive Management from National Archive of India in the year 2016.
- Masters of Arts: History(Hons) from University of Delhi in 2015
- Bachelors of Arts: History(Hons) from University of Delhi in 2013
- Higher Secondary from Cotton College in 2010

Archivist Responsibility

- Ensure continuous updating of records from various record-creating agencies..
- Restore, prepare and maintain object/material of historical importance
- Assess records for preservation and retention, with careful handling, repair, or conservation of fragile materials.
- Catalogue collections and efficiently manage information and records for easy accessibility.
- Promote archival work through presentations, descriptive documentation, and educational activities
- Advise and support users on effective access, utilization, and interpretation of archival resources.
- Develop and implement record-keeping systems and procedures for archival research, including guidelines for record retention and disposal.
- Maintain user-friendly, acid-free, and computer-aided search systems to facilitate efficient information retrieval.
- Identify and implement strategies for the protection and preservation of archival collections.
- Oversee the acquisition and retrieval of records using software such as ArchivesSpace, Canva, Adobe, etc.
- Update galleries, display boards, signboards, and caption plates for archival exhibits..
- Conduct research and provide editorial support for projects, including the compilation of the Corps of Engineers history and other archival articles.
- Offer research assistance to archive users on various occasions, ensuring access to relevant materials.
- Draft and contribute to the development of the University's Archival Policy.
- Create metadata in ArchivesSpace to facilitate easy retrieval of archival materials for users.
- Archive website articles, event records, and other relevant digital information for long-term preservation
- Organize and manage official visits, tours, and educational outreach programs.
- Prepare proposals for new archival software, advanced storage systems, and upcoming digitization and renovation projects.
- Handle tasks related to dak management, mail management, meeting coordination, vendor management, and establishing connections with local and national archives to enhance outreach and collaboration.

Professional Experience

O.P. Jindal Global University – Sonipat, Haryana

Digital Archivist (2024 – Present)

- Managed enterprise-level digital archiving systems and document management workflows using Microsoft 365 and Google Workspace, ArchiveSpace
- Acted as the subject matter expert for document lifecycle, metadata, and archival compliance.
- Supported content migration projects (on-premise to cloud) ensuring secure transitions.
- Drafted and implemented the Archival Policy Manual and preservation strategies.
- Delivered training sessions and developed knowledge bases to improve adoption of archiving tools.
- Website Archiving and Publications.

Corps of Engineers Archives & Museum – Pune

Research Assistant | 2022 – 2024

- Updated archival records and museum galleries with new signage and captions.
- Researched and compiled the Corps of Engineers History Vol-III & Vol-IV.
- Selected archival materials for publications including the Sapper Journal and CME Weekly.
- Planned and monitored budgets and archival software projects.
- Served on Technical Evaluation Committees (TEC) for archival and museum projects.
- Liaised with Indian Army officials, government officers, and national archives for outreach.
- Compiled inputs, scripts, and assisted in producing the Museum e-book and video.

Naksh Classes

Senior Teacher & Coordinator | 2019 – 2022

- Taught English, History, Political Science, and Geography.
- Coordinated academic activities and ensured effective classroom delivery.

Film Heritage Foundation – Mumbai

Archivist | 2018 – 2019

- Restored, catalogued, and digitized fragile film archives for preservation.
- Applied archival metadata standards to improve research accessibility.

Extra Curricular Activities & Achievement

- Active participation in debate, Quiz competitions at School and College level.
- Participation in various seminars/workshops at State and National level.
- Awarded by Chief Minister of Assam, for securing good marks in Secondary Examination.

Other Experiences

- Teaching experience in NGO called Passion Movement International, as a teacher of English, History, Political Science, and Geography for one year.
- Internship experienced in NGO named “Consumer India”
- Active volunteering National Service Scheme at College level.
- Worked as volunteer in a pre-election survey conducted by Centre the Study of Developing Society (CSDS), Indian Social Science and Humanities Research Institute.
- Content writer in a website ‘Ohdelhi.com.
- Trainee at International Heritage Conservation.

Teaching Responsibility

- Planned daily lessons/curriculum as per high standard and work ethics
- Provided effective classroom management and clear instruction often at a moment’s notice
- Established respectful and inclusive classroom environments to help students to learn and grow.
- Communicated with parents and other teachers on student progress in a supportive and engaging way.

Professional Summary

Dedicated detail-oriented Archivist with extensive experience in the research analysis and appraisal of historical documents. With a respect for the past an understanding of the value of historical documents and a highly developed sense of organization can bring order to chaos. Experience with electronic records make contributions current and in demand.