



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

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Event:	Workshop
Date:	02nd November, 17
Time:	10:00 AM – 11:30 AM
Venue:	Multipurpose Hall, PG Building, TIAS
Students:	MBA
In-charge:	Dr. Nivedita Head - Training & Placement Cell
Topic:	CV Writing

About the Company: T.I.M.E Education-

T.I.M.E. is today acknowledged as a multi-location, multi-programme training specialist run on corporate lines and offers a wide range of programmes not only for national and state-level entrance exams like the CAT, MAT, JEE MAIN, and JEE ADVANCED but also for international exams like GMAT, GRE, IELTS and TOEFL. T.I.M.E. also offers a unique IIT Foundation programme aimed at students of the classes 7th, 8th, 9th and 10th. This programme focuses on strengthening the student's conceptual clarity of the fundamentals of Mathematics, Physics and Chemistry. In keeping with its tradition of always maintaining a watchful eye on market trends and tapping them, T.I.M.E. has introduced training programmes for Bank PO & Clerical exams, SSC CGLE, GATE, CDS, CSAT (paper 2) and CLAT. T.I.M.E. has achieved an important milestone of training more than 20 lakh students since inception and over 1.5 lakh students in the last year alone for the various entrance examinations.

About the Speaker: Mr. Amit Poddar (T.I.M.E Education)-

Mr. Amit Poddar is Senior Regional Head with TIME. He is a graduate from Sri Venkateswara college and an MBA from Indian Institute of planning and Management, Total 16 + years of work ex out of which 11 years in teaching & 5+ years incorporate.

OBJECTIVES:-

- To focus on the skills and abilities that can actually enhance the resume.
- To enhance the ability of students to present their strength and weakness in a befitting manner that attracts the recruiter.
- To make students aware the importance of writing a good CV.
- To make students understand that the CV is the index of one's mind.
- To inform the students about the negative and positive words in the CV.

REPORT:-

A workshop was organized for MBA students on November 02nd, 2017 on the topic “**CV Writing**” by TIAS, so as to make students competent enough to write their resume that attracts the recruiter.

The speaker Mr. Amit Poddar (**T.I.M.E Education**) briefed the students about the importance of CV as it happens to be the first step of selection. He told the students the art of writing a good CV in the form of using the right font and spacing. He told the students that CV should be technically correct in terms of content, and it should be relevant to the job profile. Students got an insight into the art of writing CV and to present their strength, skills and achievements. The session was well attended and assimilated by the students.

LEARNING OUTCOME:-

- Students understood the importance of making good CV.
- Students got the information to present their records in a manner which reflects not only their strengths but also the confidence.
- Students were aware about the tips and tricks of writing good CV.



Mr. Amit Poddar is Senior Regional Head with TIME discussing about CV writing.