



# Training and Placement Cell

## EVENT REPORT

<b>Event:</b>	<b>Webinar</b>
<b>Date:</b>	<b>9<sup>th</sup> March 2021</b>
<b>Time:</b>	<b>12:50 PM – 01:50 PM</b>
<b>Mode:</b>	<b>Online (Microsoft Teams)</b>
<b>Students:</b>	<b>BBA</b>
<b>Convener:</b>	<b>Dr. Nivedita Head - Training &amp; Placement Cell</b>
<b>Faculty In-charge:</b>	<b>Mr. Rahul Tripathi</b>
<b>Topic:</b>	<b>Professional CV Writing</b>
<b>Speaker:</b>	<b>Mr. Neel Panicker</b>

**Resource Person: Mr. Neel Panicker is working as Senior Faculty at T.I.M.E**

### Objective:

- To make students understand correct way of writing the CV.
- To make students understand how to write order of contents in CV.
- To provide knowledge about Do's & Don'ts in CV writing.
- To make students aware about different types of CV templates.

### Report:

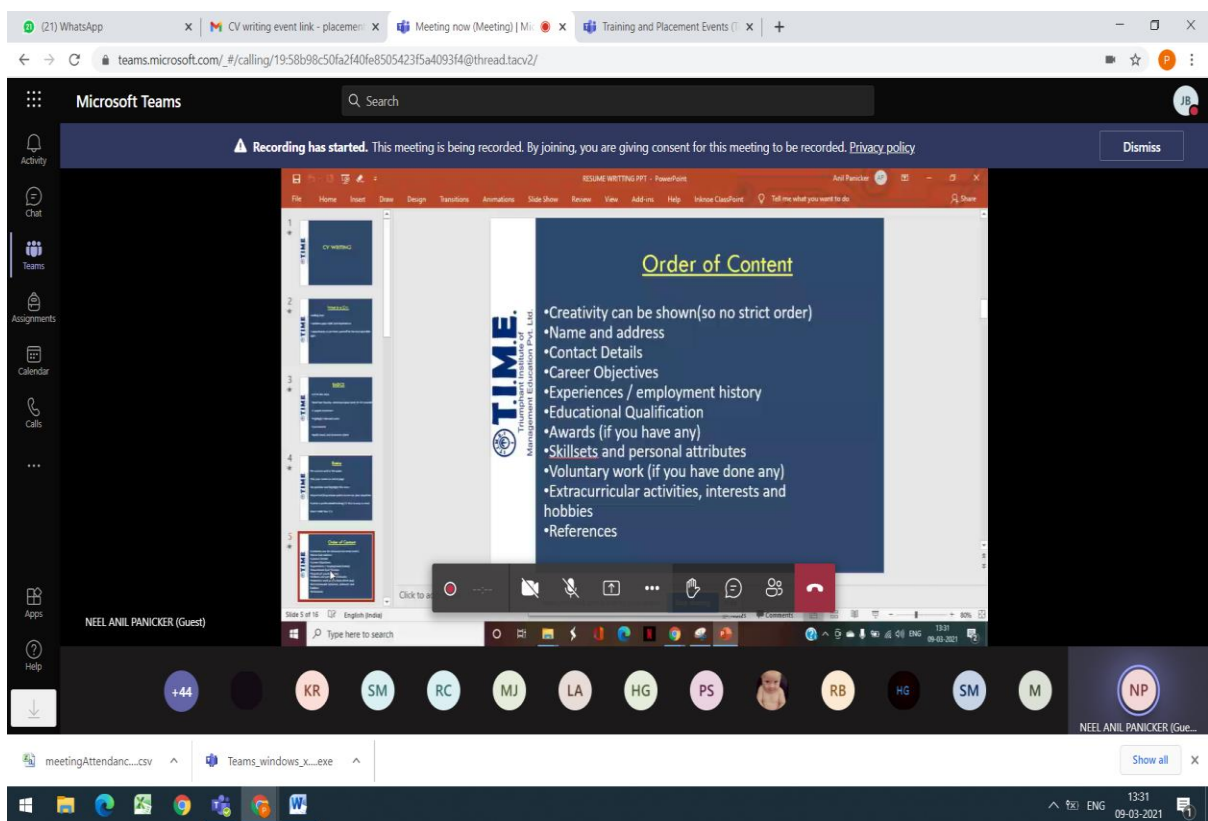
A session on 'Resume Writing' was conducted on the 9th of March 2021 for students of BBA programme. Mr. Neel Panicker was the Facilitator for the webinar. The seminar was attended by 44 students from final and Pre-final year of BBA programme. The purpose of the webinar was to give an idea about the Curriculum Vitae, Resume and formats. Mr. Neel Panicker started the session with simple question of the difference between a resume and curriculum vitae. The answer helped to clarifying the doubts of students that whether as a fresher one has to write a resume or a CV. Trainer gave a general guideline on writing a

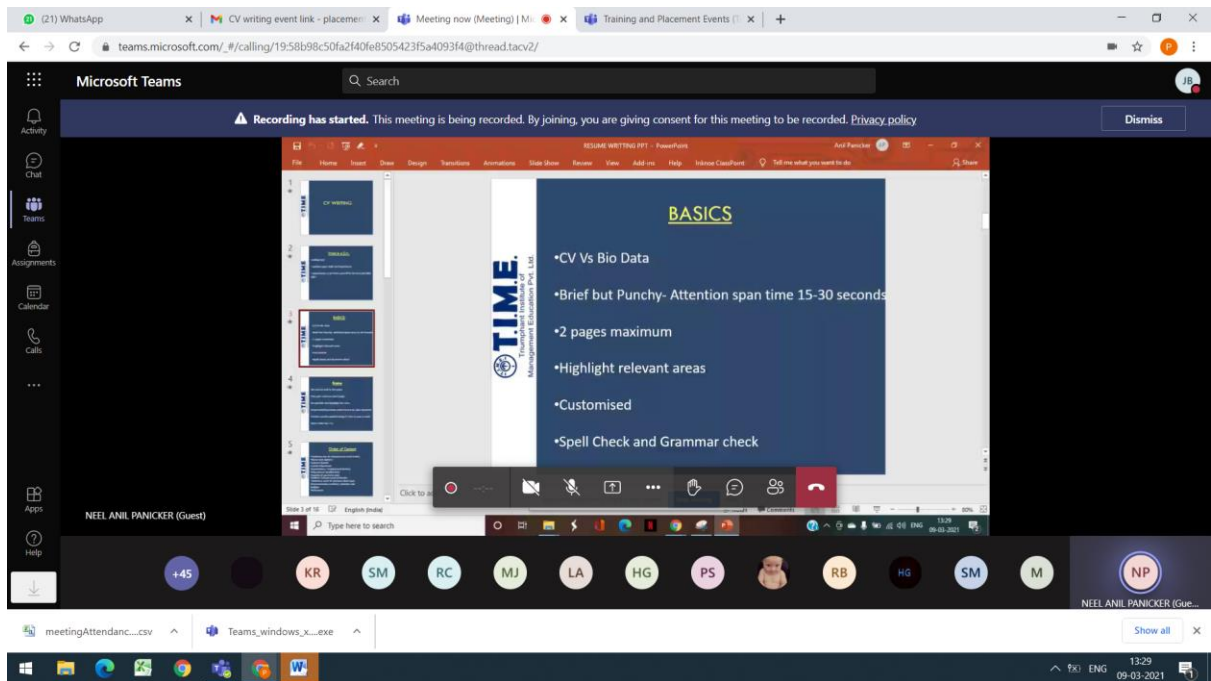
resume which is as follows: 1. Name, address, mobile no., email 2. Objective 3. Education 4. Work experience with responsibilities 5. Skills- Educational and Managerial 6. Achievements 7. Referrals. Mr. Neel Panicker explained the three formats of career summary statement viz. chronological, functional or a combination of both. Students were given the task to write a cover letter and email to Mr. Neel Panicker. Lastly feedbacks were taken from the students for the session of Professional CV Writing.

## Learning outcome:

- Student's learned the skills of effective resume writing.
- Students understood the write order of mentioning contents in CV.
- Student's understood the importance of cover letter and how to write it.
- Student's knowledge about different types of templates was increased.

## Screenshots:





### List of Beneficiaries

S. No.	Name	Course	Year	Enrollment No.:	Feedback:	Overall rating of the webinar:
					Feedback: I have an enhanced level of 1. Understanding of the importance of CV 2. Understanding of employer's perspective of CV 3. Understanding of the structure and format of professional CV 4. Understanding of the dynamic content of the CV post the webinar	Overall rating of the webinar: 1- Excellent 2- Good 3- Average
1	SAKSHAM AGGARWAL	BBA	2	3621301719	Understanding of the importance of CV	2
2	JAGRIT MUNIAPPAN	BBA	2	10321301719	All of the above	1
3	KESHAV SHARMA	BBA	2	5621301719	All of the above	2
4	MOHAMMAD AMIR	BBA	2	3721301719	All of the above	2
5	SRISHTI GUPTA	BBA	2	3521301719	All of the above	2
6	MOHIT KUMAR	BBA	3	3717001718	Understanding of employer's perspective of CV	2
7	AAKASH SEHGAL	BBA	3	43517001718	Understanding of the importance of CV	3
8	BHAVPREET SINGH	BBA	3	41021301718	All of the above	1
9	PREETAM GOLA	BBA	2	1221301719	All of the above	1
10	RITIK BHATIA	BBA	2	2921301719	All of the above	3
11	DEEPANSHU SHARMA	BBA	1	2517001720	All of the above	2
12	SIMRAN JAGGI	BBA	2	6021301719	All of the above	1
13	MUSKAN LOHIA	BBA	3	40217001718	All of the above	1

14	YASH KAPOOR	BBA	2	4921301719	Understanding of the structure and format of professional CV	1
15	MANISH SINGH NEGI	BBA	2	3317001719	All of the above	2
16	AADITI TOKISH	BBA	2	4121301719	All of the above	2
17	JASMEET KAUR	BBA	2	8021301719	All of the above	2
18	CHIRAG SURI	BBA	2	9821301719	All of the above	1
19	HARSH RAJPUT	BBA	1	5321301720	All of the above	2
20	BHAVAY SEHGAL	BBA	2	3117001719	All of the above	2
21	SHIVI MITTAL	BBA	3	41517001718	All of the above	2
22	RASHI JAIN	BBA	3	5017001718	All of the above	2
23	YOGITA BHATT	BBA	3	6917001718	Understanding of the importance of CV	2
24	PRATHAM CHAUHAN	BBA	3	3021301718	All of the above	2
25	PALLAVI MALIK	BBA	3	4217001718	Understanding of employer's perspective of CV	2
26	TWINKLE GROVER	BBA	3	6717001718	All of the above	2
27	TANYA AGGARWAL	BBA	3	43217001718	All of the above	1
28	SAHIL KHAN	BBA	2	7921301719	Understanding of the importance of CV	3
29	SOUMIL SAXENA	BBA	2	3021301719	All of the above	2
30	SOUMIL SAXENA	BBA	2	3021301719	All of the above	2
31	ABHAY CHAUHAN	BBA	2	6621301719	All of the above	2
32	UTKARSH GAUR	BBA	2	2217001719	All of the above	2
33	PRITI CHAUDHARY	BBA	2	3417001719	Understanding of employer's perspective of CV	3
34	RACHITA BUDHIRAJA	BBA	2	13021301719	Understanding of the importance of CV	3
35	VISHNU PANDEY	BBA	3	43117001718	Understanding of the importance of CV	1
36	ABHAY CHAUHAN	BBA	2	6621301719	All of the above	2
37	RAGHAV SHARMA	BBA	2	7221301719	All of the above	2
38	RITIKA MADHUKAR	BBA	2	8721301719	Understanding of the structure and format of professional CV	2
39	DEEPAM GARBYAL	BBA	3	1417001718	All of the above	1
40	PALLAVI MALIK	BBA	3	4217001718	Understanding of employer's perspective of CV	2
41	SHUBHAM	BBA	3	44317001718	All of the above	1
42	SWAYAM KASHYAP	BBA	2	2721301719	Understanding of the dynamic content of the CV	1
43	SWAYAM KASHYAP	BBA	2	2721301719	Understanding of the dynamic content of the CV	1
44	KANDRAP	BBA	3	2018	Understanding of the dynamic content of the CV	2