



# TECNIA INSTITUTE OF ADVANCED STUDIES

**NAAC ACCREDITED GRADE "A" INSTITUTE**

Approved by AICTE, Ministry of HRD, Govt. of India Affiliated To GGSIP University  
Recognized under Sec 2(f) of UGC ACT 1956

**INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085**

Tel: 91-11-27555121-24, E-Mail: [directortias@tecnia.in](mailto:directortias@tecnia.in); Website: [www.tiaspg.tecnia.in](http://www.tiaspg.tecnia.in)



## Training and Placement Cell EVENT REPORT

Event: Interactive session

Topic: Discussion on effective CV writing and student's cv corrections/suggestions

Date: 18.01.21

Time: 03:50 PM

Duration: 50 minutes

Mode: Microsoft Team

Program: MBA

Coordinator: Ms. Shilpa Bhandari

Department of Management Sciences, TIAS

Convener: Dr. Nivedita, Head Training and Placement Cell

No. of students: 10

### Objectives:

- To make students learn the effective tools and formats for cv writing
- To make students understand the advantages and disadvantages of each format of cv writing
- To help students secure a challenging position in a reputed organisation by highlighting their skills, knowledge and abilities in cv.

### Report:

A session on effective CV writing was organized by Training and Placement Cell of Tecnia Institute of Advanced Studies on 18.01.21 under guidance of Director sir- Dr. Ajay Kumar and Head Training & Placement Cell- Dr. Nivedita.

'Curriculum Vitae (CV) is the mirror of one's personality and background': with this theme, the session was taken for 50 minutes. Ten students from MBA department attended the session. The session was divided into two parts: first guidelines on CV building, and second was making of CV by the participants. The session was taken by two members of Training & Placement Cell: Dr. Nivedita & Ms. Shilpa Bhandari. Dr. Nivedita guided the basic details regarding the CV and Resume. She had talked about the difference between the Curriculum Vitae & Resume. The resume is somewhat brief than CV & it is prepared after completing one's academics. The CV contains more details, specifically experience and personal details, in comparison to resume. The students were given details regarding the sequence of their academics, the skills that should be written, use of those words which should not be used

while writing a CV, etc. Ms. Shilpa Bhandari guided the students on making a good CV. CV has more specific details regarding experience compared to CV. The students were told about the phrases that should never be used while explaining their job role in their parent company.

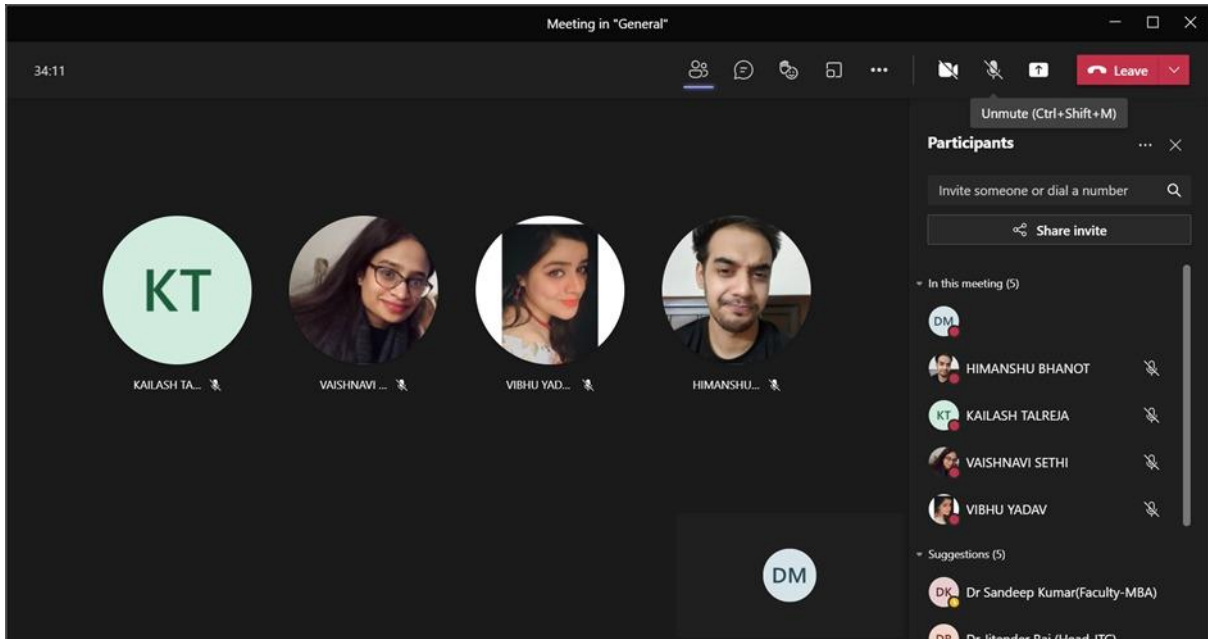
The Second half of the session consisted of question and answers by students, their various doubts and confusions, and then practically making a CV. Their doubts were beautifully solved by Dr. Nivedita. The students have made a sample at that time and they were told to make proper CV and share the same with T&P cell. The session was interactive & very fruitful in enhancing the skills of the students in resume building and this will definitely benefit them a lot in future. The Training & Placement Cell will continue to work in this direction & lead student towards a brighter and successful future.

#### **Learning outcomes:**

- The session helped the students in learning new and latest formats for CV writing
- It helped students understand the different tools and formats for resume writing
- Students were able to prepare their CV effectively
- It helped students secured a challenging position in a reputed organisation by highlighting their skills, knowledge and abilities in CV.

#### **List of participants:**

<b>S.no.</b>	<b>Name</b>	<b>Enrolment No.</b>
1	Kailash Talreja	<b>00117003920</b>
2	Shivangi Saxena	<b>00417003920</b>
3	Varun Tandon	<b>00517003920</b>
4	Bharat Mathur	<b>00717003920</b>
5	Kanchan	<b>01217003920</b>
6	Muskan Sharma	<b>01517003920</b>
7	Namrata Kharbanda	<b>01617003920</b>
8	Rishi Patyal	<b>01717003920</b>
9	Simran Gandhi	<b>01917003920</b>
10	Vaishnavi Sethi	<b>02117003920</b>




	KHUSHISHARMA Attendee		
	KRITINAGPAL Attendee		
	LOKESHBANSAL		
	MANISHAPHALSWAL Attendee		
	MrMayank Arora(CI,BAJM... Attendee		
	MUSKAN SHARMA Attendee		
	NAMANVIJ Attendee		
	NAMRATA KHARBANDA Attendee		
	NAVYACHAKRAVARTI Attendee		
	NIKHIL SANDAL Attendee		
	NITIKA Attendee		
	PRERNARAWAT Attendee		

3:00  
WhatsApp

In the meeting (17)

- DM Dr Nivedita Mishra( T&NP H...  
Organiser
- DB Dr. Ritwik  
Attendee
- H HARDIKMA  
Attendee
- IG ISHITA GOYAL (External)  
Attendee
- I ISHPREETSINGH (External)  
Attendee
- KS KAVYA SWAROOP (External)  
Attendee
- KD krish dixit (Guest)  
Attendee
- L lakshita (Guest) (Guest)  
Attendee
- MUSKAN SHARMA  
Attendee
- S SONAMGUMBER (External)  
Attendee
- VAISHNAVI SETHI  
Attendee



3:00  
WhatsApp

In the meeting (16)

- MANISHA CHHABRA  
Attendee
- A ankit (Guest)  
Attendee
- AN Arjun Nand  
Attendee
- BHARAT MATHUR  
Attendee
- DM Dr Nivedita Mishra( T&NP H...  
Organiser
- DB Dr. Ritwik Sahai Bisariya(Fa...  
Attendee
- H HARDIKMANCHANDA (Exter...  
Attendee
- IG ISHITA GOYAL (External)  
Attendee
- I ISHPREETSINGH (External)  
Attendee
- KS KAVYA SWAROOP (External)  
Attendee
- KD krish dixit (Guest)  
Attendee

