



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

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Training and Placement Cell Report

The poster features a dark purple background with a white TECNIA logo on the left. The main title 'Session on Resume Building skills' is in large, bold, white font. Below the title are two circular portraits of Ms. Keenika and Ms. Heena Lal. The text 'Venue: T&P Cell' and 'Program: MBA (First Year)' is in white. The date and time '12.03.2022(Monday) 11:10AM to 12:00 PM' are in white on a dark purple background. A vertical pink bar on the right contains the text 'Training and Placement Cell' in white. At the bottom left, there are logos for Sanskriti University and other affiliations.

TECNIA
INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE
DELHI | INDIA

**Session on
Resume Building skills**

Ms. Keenika,
Assistant Professor,
TIAS

Ms. Heena Lal,
Training & Placement Officer,,
TIAS

Venue: T&P Cell
Program: MBA (First Year)

12.03.2022(Monday)
11:10AM to 12:00 PM

In association with

Training and Placement Cell

Event: Session on Resume Building skills

Date: 12/3/2022

Time: 11:10 AM to 12:00 PM

Venue: T&P Cell

Students: MBA (First Year)

Topics: Resume writing

Faculty In charge: Ms. Keenika, Assistant Professor, TIAS

Convener: Ms. Heena Lal, Training & Placement Officer, TIAS

Beneficiaries: 08

OBJECTIVES:

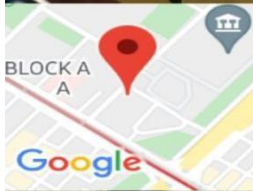
- To guide students how to prepare a professional resume that reflects their skills, knowledge and education that are relevant to the job they are seeking
- To discuss how to include the most important elements that highlight a job candidate's qualifications and accomplishments.
- To help students in structuring their resume in a logical sequence and design an appealing layout that is both eye-catching and easy to read.
- To guide students on content designed to pass the ATS stage that will land their resume on the recruitment team's desk, enabling real human connection.

REPORT:

A Session was organized under the ambit of capability enhancement scheme by Ms. Heena Lal on the topic Resume writing skills on 11/3/2022 for MBA students first year to guide students on how to structure their resume in a logical sequence and design an appealing layout that is both eye-catching and easy to read. In addition to their persuasive language and formatting skills, they were guided on how to research and identify key words and phrases relevant to the job posting as per their requirement. Few points were highlighted regarding resume.

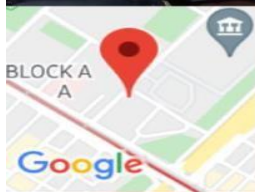
- Using Professional Font
- Making it simple, brief and easy to read
- Using appropriate margins
- Using most relevant information & putting most important ones first
- Using active language
- Including subheadings & sections that are needed

It was very interactive session and was well received by 8 students who attended the session.



Delhi, Delhi, India

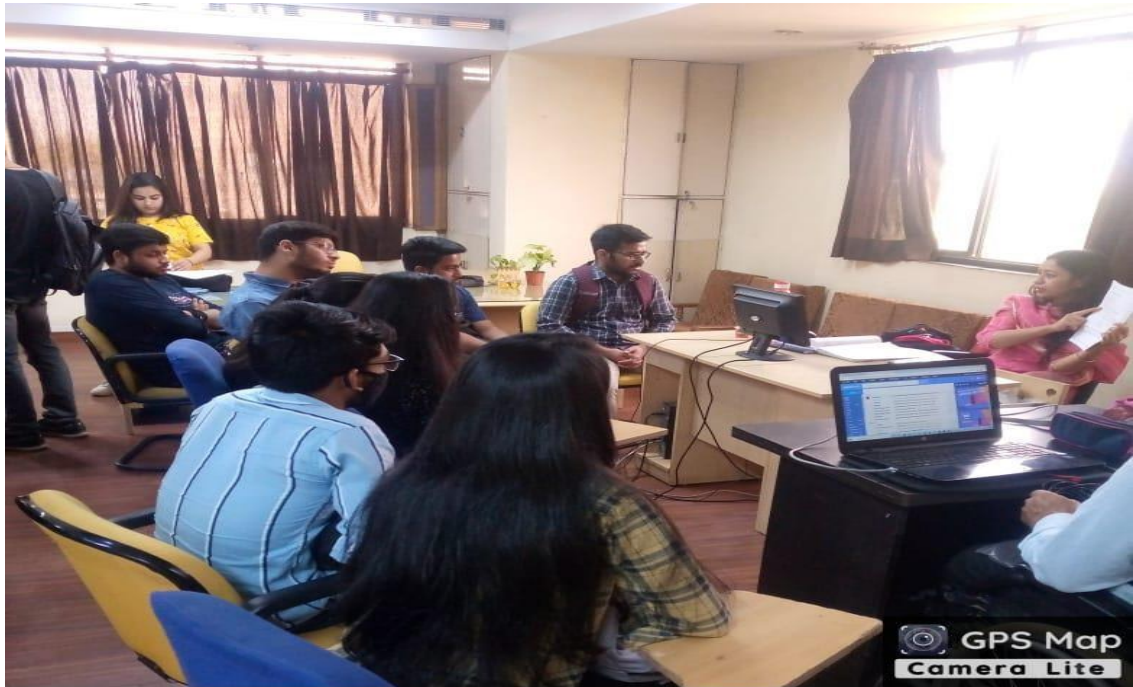
Tecnia Institute of Advanced Studies PG Block, Bhagwan Mahavir Marg,
Block D, Sector 14, Rohini, Delhi, 110085, India
Lat 28.705781°
Long 77.130216°
11/03/22 11:38 AM



Delhi, Delhi, India

Tecnia Institute of Advanced Studies PG Block, Bhagwan Mahavir Marg,
Block D, Sector 14, Rohini, Delhi, 110085, India
Lat 28.705802°
Long 77.130203°
11/03/22 11:38 AM





Madhuban Chowk, Outer Ring Rd, Block D, Sector 14,
Rohini, Delhi, 110085, India

Latitude
28.7061002°

Longitude
77.1314546°

Local 11:22:16 AM
GMT 05:52:16 AM

Altitude 192.7 meters
Friday, 11-03-2022

Attendance

NAAC ACCREDITED GRADE A INSTITUTE						
Training & Placement Cell						
Attendance Sheet - MBA						
Date: 11/3/2022						
Sl.No	Name	Shift I/II	Div. A/B	Enrollment No.	Phone No.	Sig.
1	Janvi Verma	I	A		8800439718	Janvi
2	Aanchal	I	A		9315275995	Aanchal
3	Shikha	I	A		7042662297	Shikha
4	Abhishek	I	A		9650456311	Abhishek
5	Anshul Sharma	I	A		8130509400	Anshul
6	Dipesh Chaudhary	I	A		9870214060	Dipesh
7	Sagar Chauhan	I	A		9213929259	Sagar
8	Nikhil Gupta	I	A		8587812068	Nikhil
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