



# Training and Placement Cell

## Event Report

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

**UPTOSKILLS**

**Training & Placement Cell**  
Capability Enhancement Program

**WEBINAR On**  
**Professional C.V. Writing**

*Eminent Speakers*

- Dr. Ajay Kumar  
Director  
TIAS, Delhi
- Mr. Saurabh  
Trainer  
UptoSkills
- Dr. Nivedita  
T&P Head, IIC In-Charge  
TIAS, Delhi

Join Us: [bit.ly/3GSakU9](https://bit.ly/3GSakU9)

Date : 24.01.2022 ; Time : 12:00 Onwards P.M.  
[www.tiaspg.tecnia.in](http://www.tiaspg.tecnia.in)

in association with

**Event:** Webinar  
**Topic:** Professional C.V. Writing  
**Date:** 24<sup>st</sup> January 2022  
**Time:** 12:00PM Onwards  
**Mode:** Online (Microsoft Teams)  
**Program:** BAJMC 1<sup>st</sup> Year  
**Coordinator:** Mr. Mayank Arora, Assistant Professor,  
Department of Journalism and Mass  
Communication;  
**Convener:** Dr. Nivedita, Head Training and Placement Cell  
**Beneficiaries:** 98

### Resource Persona

Mr. Saurabh, Trainer UptoSkills

## **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.

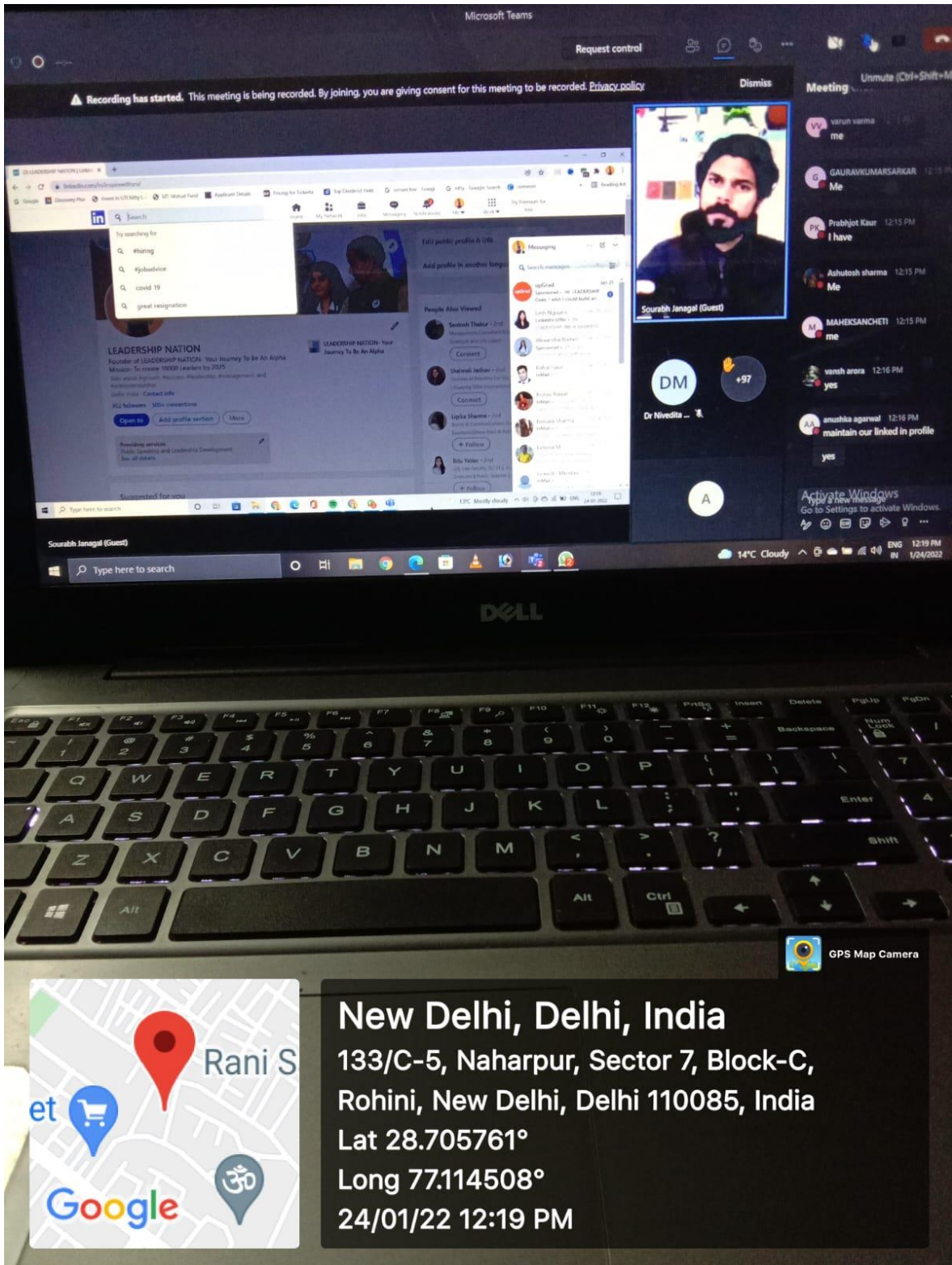
## **Report:**

A webinar on the topic, Professional C.V. Writing was organized on 24<sup>st</sup> January 2022 by Training and Placement Cell under the ambit of Capability Enhancement Scheme for students of BA(JMC) programme. The resource person for webinar was Mr. Saurabh. The seminar was attended by 98 students from 1<sup>st</sup> year of BA(JMC) programme. The purpose of the webinar was to give an idea about the Curriculum Vitae, Resume and formats. Mr. Saurabh 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 as per following: 1. Name, Address, Mobile No., and Email 2. Objective 3. Education 4. Work experience with Responsibilities 5. Skills-Educational and Managerial 6. Achievements 7. Referrals. Mr. Saurabh 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. Saurabh. 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.
- Students understood the importance of cover letter and how to write it.
- Students' knowledge about different types of templates was increased.

## Screenshot and Geotag photos:



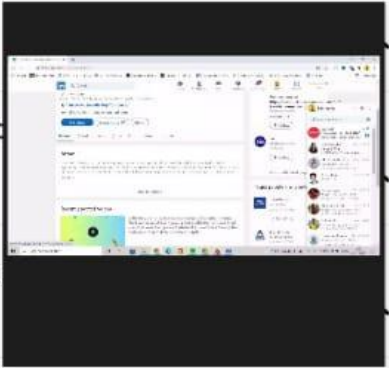
← In the meeting (100) 🔍

**FS** FALGUNI SHARMA  
Attendee  

**GK** Garima Kothari  
Attendee


**G** GAURAVKUMAR  
Attendee

**GP** Gayatri pradhan  
Attendee





**H** HARSHBISHT  
Attendee  




 Harshitakaushik  
Attendee  

 IMRANA NAZ  
Attendee  

**IS** Ira Sharma  
Attendee  

 JATIN SETH  
Attendee  

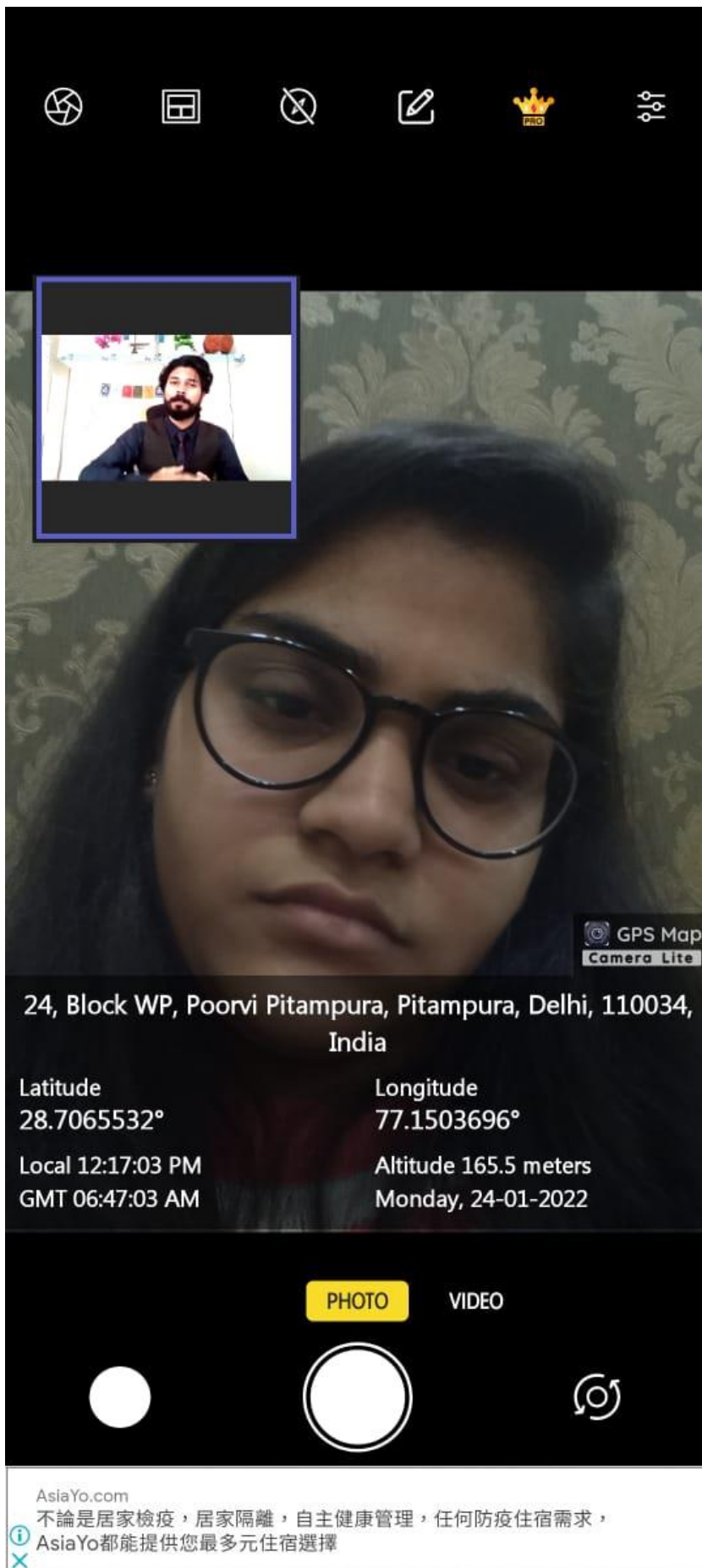
 Jayesh Naraini  
Attendee  

 Jigyasa Chopra  
Attendee  

**IS** joohi sachdeva  

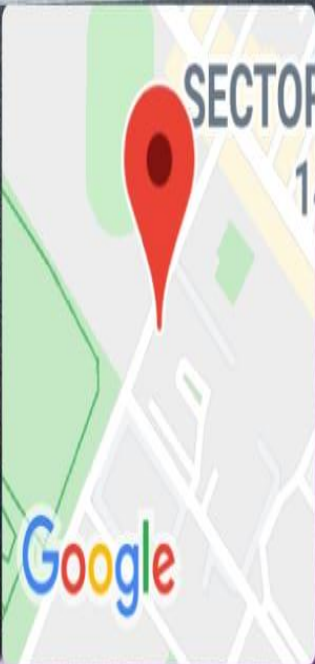








GPS Map Camera



New Delhi, Delhi, India

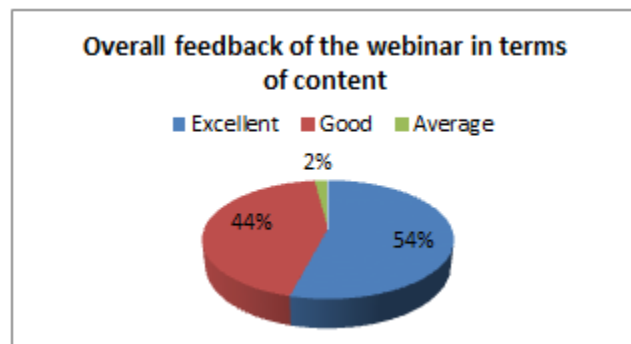
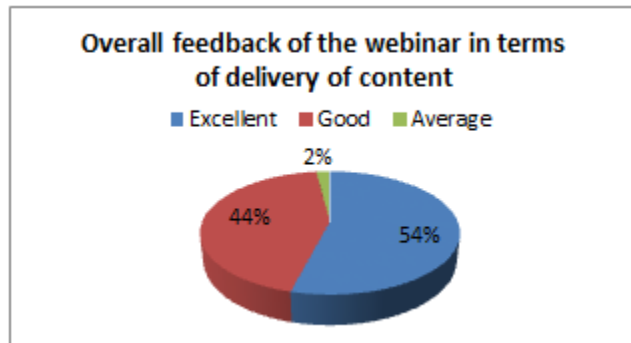
5/5, Block C, Sector 14, Block-D, Rohini, New Delhi, Delhi  
110085, India

Lat 28.710014°

Long 77.130805°

24/01/22 12:25 PM

**Feedback :**



**List of Beneficiaries:**

Sl.No	Name	Program	Enrollment No.	I am able to differentiate between CV, resume and biodata after attending the webinar	I am able to understand the various content of the CV after attending the webinar	I am able to do correct formatting of CV after attending the webinar	I am able to do correct ordering of content in CV after attending the webinar	I am able to do write correct career objective and key skills in my CV after attending the webinar	I am able to write my activities , achievements and membership in correct manner in the CV after attending the webinar	I understand how to write a professional CV after attending the webinar	I am able to write a good cover letter after the webinar after attending the webinar
1	Rohit kumar singh	BAJMC	Rohit bajmc	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Ojus puri	BAJMC	Ojus	Yes	Yes	Yes	Some What	Yes	Yes	Yes	Some What
3	Tisha mehta	BAJMC	Tisha mehta	Yes	Yes	Yes	Some What	Some What	Yes	Yes	Some What
4	PARTH BHATNAGAR	BAJMC	Parth Bhatnagar	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	Tashleen	BAJMC	1.26212E+11	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
6	sarthak bajaj	BAJMC	9773976358	Yes	Yes	Yes	Some What	Some What	Yes	Yes	Some What
7	Parth goel	BAJMC	Parth goel	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
8	Ria kishnani	BAJMC	11126550477	Yes	Yes	Yes	Yes	Some What	Yes	Some What	Yes
9	Naman vyas	BAJMC	8287283345	Yes	Yes	Yes	Yes	Some What	Yes	Yes	Some What
10	Ayush Singh	BAJMC	Ayush Singh	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
11	Riya Sharma	BAJMC	Riya sharma	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
12	Sarthak Thakur	BAJMC	16993	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes



13	Riya Gupta	BAJMC	9654892442	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
14	Nitya	BAJMC	Nitya	Some What	Some What	Some What	Some What	Some What	Some What	Some What	Some What
15	Sheetal Tiwari	BAJMC	7982213996	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
16	Anamika	BAJMC	Anamika	Some What	Yes	Yes	Yes	Yes	Yes	Yes	Yes
17	Vansh arora	BAJMC	Vansh arora tias	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
18	Saurav Sharma	BAJMC	Saurav Sharma	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Some What
19	Akanksha Rai	BAJMC	Akanksha Rai	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
20	VANSH KALRA	BAJMC	16973	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
21	Ashutosh sharma	BAJMC	8826877932	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
22	Arushi	BAJMC	Arushi	Yes	Some What	Some What	Some What	Yes	Some What	Some What	Some What
23	Kavya Neeraj	BAJMC	16959	Yes	Yes	Yes	Yes	Yes	Yes	Some What	Some What
24	Suhani Kukreja	BAJMC	9811186860	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
25	Runali	BAJMC	9354325282	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
26	Priyanshu Dubey	BAJMC	Bajmc 2 B	Yes	Yes	Yes	Yes	Yes	Yes	Yes, Some What	Yes, Some What
27	Garima kothari	BAJMC	1669	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
28	Kunal Pandey	BAJMC	7011328731	Yes	Yes	Yes	Yes	Some What	Yes	Yes	Yes
29	Pooja bansal	BAJMC	8851146165	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
30	Nidhi mishra	BAJMC	Nidhi mishra	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
31	Nidhi khandelwal	BAJMC	8882666406	Yes	Yes	Yes	Yes	Some What	Some What	Yes	Some What
32	Imrana Naz	BAJMC	9599797274	Yes	Some What	Yes	Yes	Yes	Yes	Yes	Yes
33	Naman	BAJMC	9050755510	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
34	Vanshaj	BAJMC	8527941059	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

	Sharma										
35	Prashant Kumar Choudhury	BAJMC	Prashant Kumar Choudhury	Yes	Yes	Some What	Yes	Some What	Yes	Yes	Some What
36	Vanshika Malhotra	BAJMC	1.26212E+11	Yes	Yes	Yes	Yes	Yes	Some What	Yes	Some What
37	Aakriti sethi	BAJMC	Aakriti sethi	Yes	Yes	Some What	Yes	No	Yes	Yes	Yes
38	Harsh Bisht	BAJMC	Harsh Bisht	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
39	Kanika Bansal	BAJMC	Kanika Bansal	Yes	Yes	Yes	Yes	Some What	Some What	Yes	Some What
40	Shreya Shandilya	BAJMC	9523391245	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
41	Gayatri pradhan	BAJMC	Gayatri pradhan	Yes	Yes	Some What	Yes	Yes	Some What	Yes	Some What
42	PIYUSH MAKHIJA	BAJMC	7982979502	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
43	Prabhjot kaur	BAJMC	Prabhjot Kaur	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
44	RADHIKA KATARIA	BAJMC	0	Yes	Yes	Some What	Yes	Yes	Yes	Yes	Some What
45	Sharad gupta	BAJMC	Sharad gupta	Yes	Yes	Yes	Yes	Some What	Some What	Yes	Yes
46	Ira Sharma	BAJMC	9958097823	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
47	vaishnavi	BAJMC	16924	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
48	Bhawna	BAJMC	.	Yes	Some What	Some What	Yes	Yes	Some What	Yes	Yes
49	Khushi arora	BAJMC	Khushi arora	Yes	Yes	Yes	Yes	Some What	Some What	Yes	Yes
50	Dipanshu Pahuja	BAJMC	981194710	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
51	Gracy gupta	BAJMC	Gracy	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
52	Sanjana	BAJMC	9899212375	Some What	Yes	Yes	Yes	Yes	Yes	Yes	Yes
53	Anushka Agarwal	BAJMC	-	Yes	Yes	Some What	No	Some What	Some What	No	Some What
54	Sachin Grover	BAJMC	9958663878	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
55	Arnav	BAJMC	TIAS/BA(JMC)/	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

	Chawla		2021-24/17103								
56	Aishika Gupta	BAJMC	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
57	Riya jain	BAJMC	.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
58	Khushi Mahajan	BAJMC	9667575426	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
59	Kashish	BAJMC	Kashish sethi	Yes	Yes	Yes	Yes	Yes	Yes, No	Yes	Yes
60	Saanchal dhamija	BAJMC	0	Yes	Yes	Yes	Yes	Yes, No	Yes	Yes, No	Yes
61	Tanishq Malhotra	BAJMC	.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
62	Anisha yadav	BAJMC	Anisha yadav	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
63	Neerja Rohatgi	BAJMC	Neerja Rohatgi	Yes	Yes	Yes	Yes	No	Yes	Some What	No
64	Manya grover	BAJMC	Manya grover	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
65	Jatin seth	BAJMC	Jatin seth	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
66	Suraksha	BAJMC	1.11266E+11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
67	Bhavya	BAJMC	Bhavya	Some What	Yes	Yes	Yes	Some What	Some What	Yes	Yes
68	Vanshika Sharma	BAJMC	TIAS/BA(JMC)/2021-24/16982	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
69	Deepika	BAJMC	8448773026	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
70	Krishan	BAJMC	---	Yes	Yes	Yes	Yes, Some What	Yes	Yes	Yes, Some What	Yes
71	Mehak khanna	BAJMC	8130415397	Yes	Yes	Yes	Some What	Some What	Yes	Some What	Some What
72	Avneet Makhija	BAJMC	Avneet Makhija	Yes	Yes	Some What	Yes	Some What	Yes	Yes	Some What
73	Krish dixit	BAJMC	Krish dixit	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
74	MAMTA	BAJMC	7827890043	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
75	Ronica	BAJMC	Ronica	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
76	Riya Sharma	BAJMC	9457037754	Some What	Yes	Some What	Yes	Yes	Yes	Yes	Yes
77	Rishita Goyal	BAJMC	-	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

78	Piyush Raj	BAJMC	8709431171	Some What	Some What	Some What	Some What	Some What	Some What	Some What	Some What
79	Jayesh Naraini	BAJMC	TIAS/BA(JMC)/2021-24/16960	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
80	Saloni Baranwal	BAJMC	Saloni Baranwal	Yes	Yes	Some What	Some What	Yes	Yes	Yes	Some What
81	Falguni sharma	BAJMC	7878984260	Yes	Yes	Yes, Some What	Some What	Yes	Yes	Yes	Yes
82	Ashutosh bisht	BAJMC	17209	Yes	Yes	Some What	No	Some What	Yes	Yes	Yes
83	Sanket gulyani	BAJMC	9582965499	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
84	Harshit sanan	BAJMC	Harshit sanan	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
85	Fiza Dua	BAJMC	8826432322	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
86	Jigyasa Chopra	BAJMC	9716575502	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
87	Aastha Gaur	BAJMC	Aastha Gaur	Yes	Yes	Yes, Some What	Yes	Yes	Yes	Yes	Some What
88	Vivek Sharma	BAJMC	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No
89	Aryavansh Bhardwaj	BAJMC	8510003673	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
90	Krishna khetarpal	BAJMC	8800340450	Yes	Yes	Yes	Yes	Yes	Yes	Some What	Some What
91	Deepak kumar	BAJMC	8587953350	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
92	Shivam Yadav	BAJMC	9582829938	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
93	Anushka Tomar	BAJMC	0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
94	Varnika Sharma	BAJMC	9667555462	Yes	Some What	Some What	Yes	Yes	Yes, Some What	Some What	Yes
95	Kartik sharma	BAJMC	Kartik sharna	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
96	Anshul	BAJMC	Anshul	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
97	Joohi	BAJMC	9717440992	Yes	Some What	Some What	Yes	Yes	Yes	Some	Some

	sachdeva									What	What
98	Navneet kumar	BAJMC	Navneet kumar	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Some What