



Training and Placement Cell Event Report



Event:	Seminar
Topic:	Resume Writing
Date:	17.03.2023
Time:	12.50 PM Onwards
Duration:	One Hour
Mode:	MPH, PG Building, TIAS
Program:	BCA 3 rd Year
No. of Students:	18

Resource Person:

Dr. Nivedita, Head Training and Placement Cell

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:

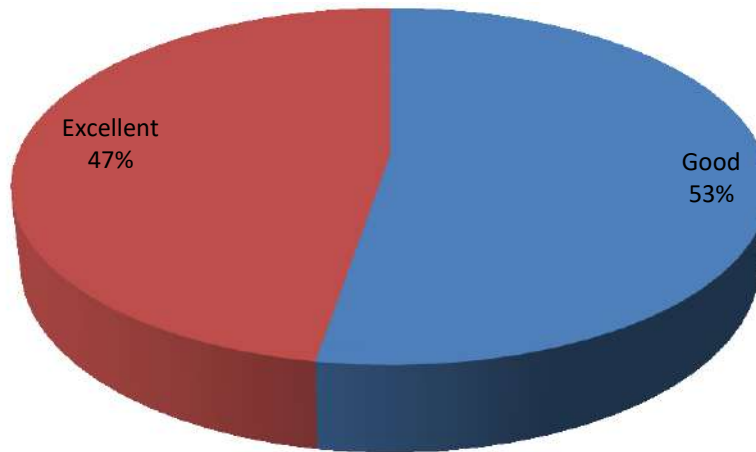
A seminar on the topic, Resume Writing was organized on 17th March 2023 by Training and Placement Cell under the ambit of Capability Enhancement Scheme for students of BCA programme. The resource person for webinar was Dr. Nivedita, Head Training and Placement Cell. The seminar was attended by 18 students from 3rd year of BCA programme. The purpose of the webinar was to give an idea about the Curriculum Vitae, Resume and formats. Dr. Nivedita 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. Dr. Nivedita 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 Dr. Nivedita. Lastly feedbacks were taken from the students for the session of Resume 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

Feedback

No of Students: 18



Geotag Photos



Resource Person giving tips on resume writing



Students taking notes during the session

List Beneficiaries:

Tecnia Institute of Advanced Studies GRADE "A" INSTITUTE Training and Placement Cell Attendance Sheet - BCA (3rd Year)							
Date: 17/03/2023 ✓							
No	Name	Shift I/II	Div. A/B	Enrollment No.	Program	Phone No.	Sig.
1	Rishabh H	I	A	03317002020	BCA	9667632628	Rishabh H
2	Priyanshi Jain	I	A	03117002020	BCA	9625907659	Priyanshi
3	GOVIND VIJAY	I	A	01717002020	BCA	7982643654	Govind
4	ARCHIT CHAWLA	I	A	00917002020	BCA	9810578737	Archit
5	Harshit Rajal	I	A	02017002020	BCA	9354925251	Harshit Rajal
6	Harsh Tamwar	I	A	01917002020	BCA	8750382554	Harsh
7	Avi Mittal	I	A	01017002020	BCA	9315980970	Avi Mittal
8	Ujjwal	I	A	04317002020	BCA	8750847134	Ujjwal
9	Avinash	I	A	35217002020	BCA	9660126684	Avinash
10	Shourav	I	A	01517002020	BCA	965056036	Shourav
11	Anurag	I	A	00817002020	BCA	7048978886	Anurag
12	Anshul	I	A	00717002020	BCA	8587917983	Anshul
13	Deepanshi Bansal	I	A	01817002020	BCA	8076355805	Deepanshi
14	Sanya Verma	I	A	03517002020	BCA	9582630933	Sanya
15	Vasu Jain	I	A	04417002020	BCA	8595630418	Vasu Jain
16	Riya Gupta	I	A	03417002020	BCA	8287036734	Riya
17	Yashu Sharma	I	A	04617002020	BCA	8368011305	Yashu
18	Kunal Kumar	I	A	02517002020	BCA	9508299471	Kunal
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