



# MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

A Unit of Maharaja Agrasen Technical Education Society

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## Report

### Webinar on Resume Building

**Date: 30<sup>th</sup> October, 2021**

On Saturday, 30<sup>th</sup> October, 2021, Department of Commerce, Maharaja Institute of Management Studies, organized a webinar on Resume Building through Google meet platform at 10 am. The topic of the webinar was “Resume Building”. Total 126 participants from MAIMS and other colleges participated in the event. The main objective of the event was to make students understand about the content of resume for availing good job opportunities in the corporate world.

The programme started with the welcome address by Prof. (Dr.) Manju Gupta, Department of Commerce. Prof. (Dr.) Manju pointed about the importance of resume for the students and how resumes stand out among the crowds. She also focused on how resume can be a best strategy for creating first impression among the interviewers.

Ms. Rashmi Nityananda, Talent Acquisition Manager, FINOIT Technologies was the resource person for the event. She made students understand difference between the CV and resume. She elaborated the four stages for effective resume including SWOT analysis, skills set and the experiences the employers are looking for, resume content and formats of resumes. Ms. Rashmi, also provided tips to the participants for answering interview questions. The students participated in the event enthusiastically and cleared their doubts regarding the resume as well as Interview.

The session ended on a thank you note from the Dr. Kamal Gupta convener of the Webinar. The students were asked to fill the feedback form seeking their views about the session and its delivery.