

**Maharaja Agrasen Institute of Management Studies**

**Training and placement cell**

**Department of BA(JMC)**

In association with Maharaja Agrasen University, Baddi, H.P.

*Organized*

An interactive workshop

**Constructing Career: Resume Building and Interview Skills Enhancement**

The poster features a dark background with orange and yellow accents. At the top, it lists the organizing institutions: Maharaja Agrasen Institute of Management Studies, Training and Placement Cell, and Department of Journalism and Mass Communication. It mentions the association with Maharaja Agrasen University, Baddi, H.P., and the aegis of IQAC, MAIMS. A portrait of Dr. Nand Kishore Garg is shown with his title as Founder Chairman and Chief Advisor of MATEs and Chancellor of MAU. The workshop title is highlighted in an orange box. Key details include the time (11:00 a.m.), date (26th June, 2021), and venue (Zoom). A circular inset shows a photo of Mr. Anand Saurabh, the resource person, with a resume icon overlaid. At the bottom, the names and titles of the department head and event convener are provided, along with social media icons and the website @maims.ac.in.

**MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**  
Training and Placement Cell  
Department of Journalism and Mass Communication  
*in association with*  
Maharaja Agrasen University, Baddi, H.P.  
Under the Aegis of IQAC, MAIMS  
*Organizes,*  
*An Interactive Workshop*

**CONSTRUCTING CAREER: Resume Building and Interview Skills Enhancement**

**Time: 11.00 a.m.**  
**Date: 26th June, 2021**  
**Venue: Zoom**

**Resource Person:**  
**MR. ANAND SAURABH**  
*Broadcasting Officer and APRO,  
Directorate of Public Relations,  
Ministry of Defence. IIS Topper  
(UPSC), Former Editor,  
Employment News.*

Prof. (Dr.) Vinita Gupta  
Head of Department  
Journalism and Mass Communication

Ms. Shifali Ahuja  
Assistant Professor, Event Convener  
Journalism and Mass Communication

@maims.ac.in

Saturday, June 26, 2021

Time- 11:00 AM

Platform- Zoom

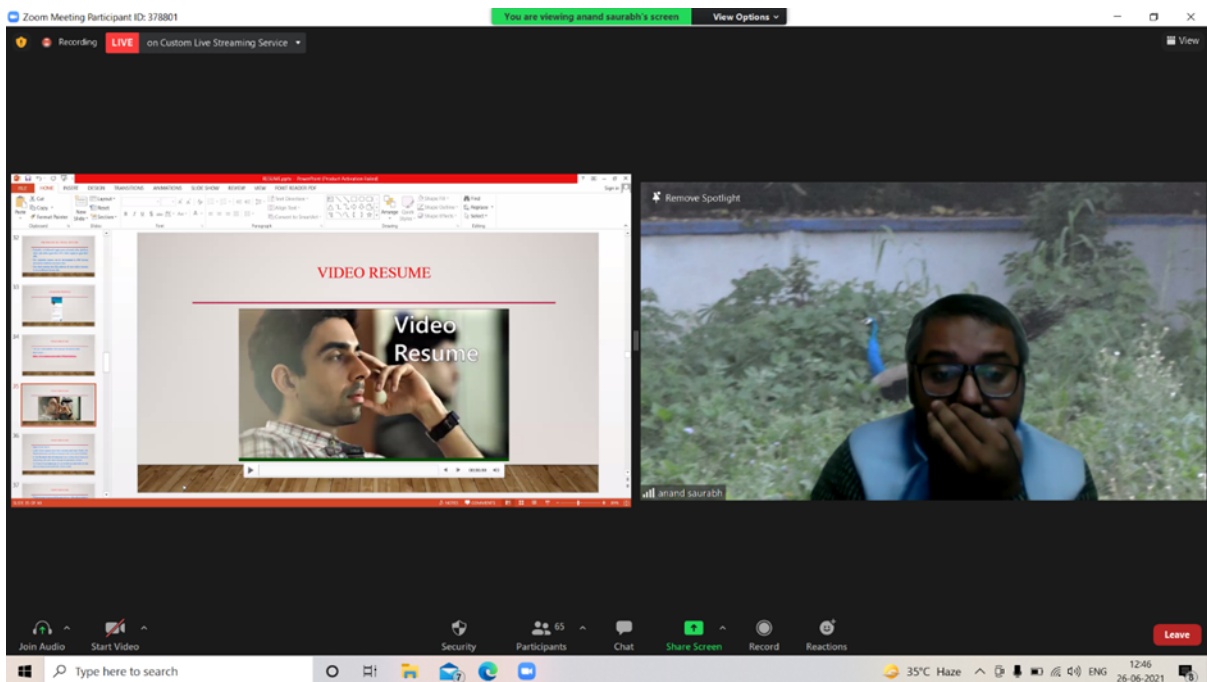
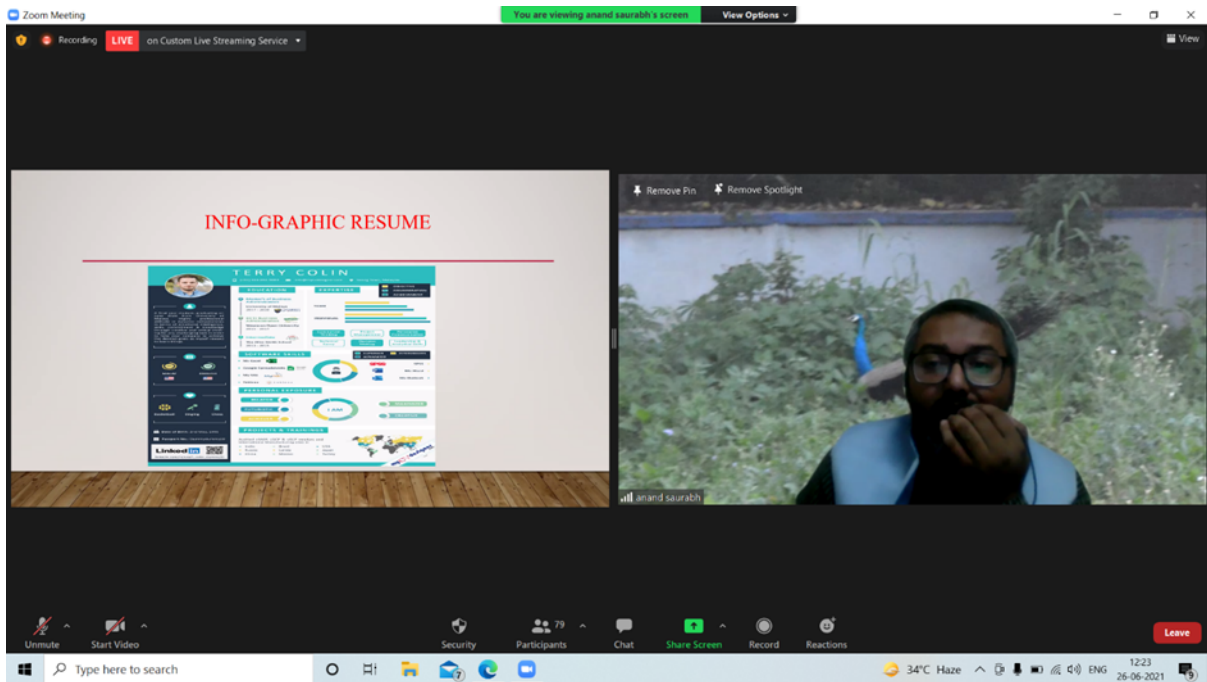
## Constructing Career: Resume Building and Interview Skills Enhancement By Mr. Anand Saurabh

The session started by asking for blessings from Maa Saraswati. An introductory and welcome address was given by Prof. (Dr.) Vinita Gupta, HOD, BA(JMC). Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS, gave a brief about the importance of the workshop for the students and appreciated the efforts of the entire organising team. Prof. G. P. Govil, Advisor, MATES, gave his words of sagacity. He spoke about the importance of a resume in career building. *“Resume is the mirror of yourself - -when you market yourself”*. He also mentioned, *“many students have a very casual approach towards resume making”*. He gave some keynote pointers for making your resume stand out from the crowd and how you can prepare yourself for an interview.





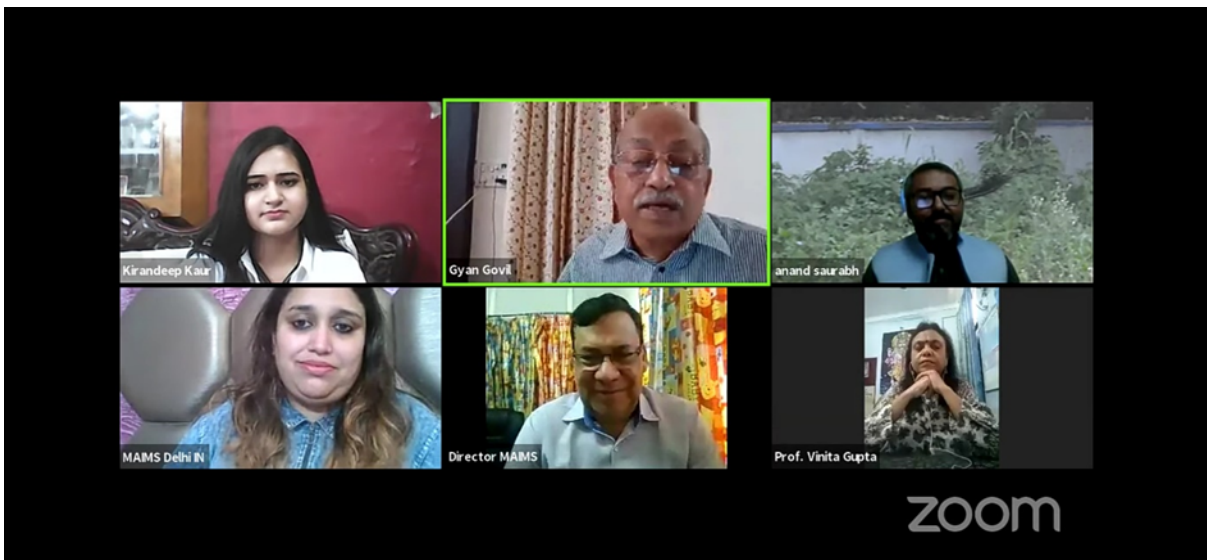
Mr. Anand Saurabh, the keynote speaker of the event highlighted professor Govil's words by saying, *"Already reached the climax now we are going in flashback. His speech was a summary of what I'm going to talk about in the next one and half hours"*. He, during his session, spoke about how to draft an impressive resume; what a resume is? Types of resumes. *"Resume is an ad made by you to market yourself. Traditional resumes are still dominating the job market today but non-traditional resumes will be in prominence in the upcoming future"*. He stated that we should consult Ramayana, Mahabharata, and Bhagavad Geeta for life lessons. Sir shared his thoughts about how a job becomes the heart of your life as your life revolves around your job. He also highlighted online social media resumes and video resumes. He talked about the steps for an effective resume writing for freshers. He concluded by saying that you are your own brand so present yourself like one in an interview.



Prof. (Dr.) Vinita Gupta thanked the keynote speaker. She also shared her past experiences before the Question-Answer session. Mr. Anand Saurabh gave elaborate answers to all the questions asked by participants. He also provided some practical tips for the interview saying, *“Capability is the mantra”*.



All the faculty of the department attended the event. Ms. Shefali Ahuja, Assistant Professor, MAIMS, presented the vote of thanks. *“Experience matters the most”* with this she concluded her speech.



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Dr. Nand Kishore Garg  
Founder & Chief Advisor, MATES  
Chancellor, MAU, Baddi, HP

*Presents,*  
*An Interactive Workshop*

## CONSTRUCTING CAREER: Resume Building and Interview Skills Enhancement

Date: 26th June, 2021



Event Convenor: Ms. Shifali Ahuja  
Credits: Team Training and Placement Cell