



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

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DEPARTMENT OF COMMERCE

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Prof. (Dr.) Manju Gupta

Head, Department Commerce

Wednesday, 8th October 2022

Report **Webinar on Igniting Job Search-Building Expert Resume**

On Saturday, 8th October, 2022, Department of Commerce, Maharaja Institute of Management Studies, organized a webinar on Zoom platform at 9:30 am. The topic of the webinar was “Igniting Job Search-Building Expert Resumes”. 197 participants from MAIMS registered for the event. The faculty members of the Commerce Department also attended the event.

The main objective of the event was to make students understand the significance of a well-designed resume and 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, Head, Department of Commerce. Prof. (Dr.) Manju Gupta, started with pointing out the importance of resume building and how it plays an important role in the earlier stages of one’s corporate career.

Following the address note, Ms. Rashmi Nityananda, Talent Acquisition Manger, FINOIT Technologies who was the resource person for the event, started with the session.

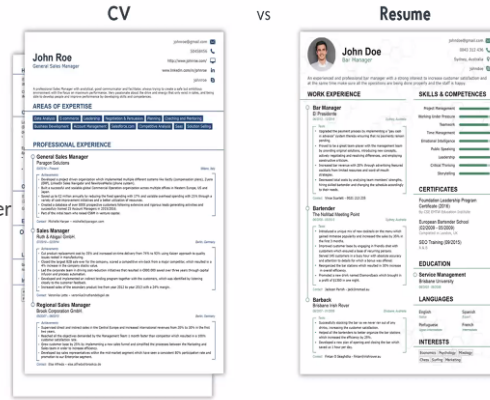
Ms. Rashmi Nityananda carries more than 10+ years of work experience in larger diversified organizations such as Dell, Vmware & Team lease, driving large scale hiring for PAN India and international business regions. Currently she is working with FINOIT Technologies as Talent Acquisition Manager. She is expertise in Campus placement, Mass and leadership hiring, HR technology and an accomplished speaker delivering Life Skill sessions, hosting HR webinars in college and Virtual HR events.

In the session, Ms. Rashmi Nityananda cleared the difference between CV and resume. She also explained different categories of resumes, important resume writing tips and advantages of a well-built resume. At last, she threw some light on significant points that should be kept in mind while creating a resume. The students participated in the event enthusiastically and cleared their doubts.

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

➤ What is Resume? What is the difference between a Resume and a CV?

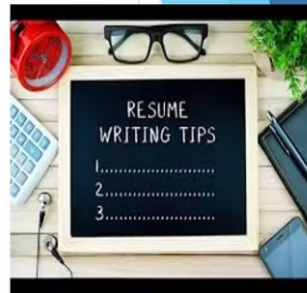
- Resume is tailored with qualifications and experience based on the specific job requirement. CV has a clear chronological order listing the whole career of the individual (education, work experience, languages, computer skills, volunteer experience, awards, certificates, publications etc.).



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➤ Resume writing tips

- List your technical knowledge first, in an organized way.
- List your qualification in the order of relevance from most to least.
- Quantify your experience wherever possible.
- Begin sentences with action words.
- Highlight all your strengths.
- Fresher resume must fit in "ONE PAGE"
- Have a trusted friend with a good vocabulary review your Resume.
- Proofread




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➤ 8 Steps in Resume writing

- ▶ Choose a job target.
- ▶ Find out what skills and experience are required.
- ▶ List out your strongest skills.
- ▶ Accomplishments connected to Job objectives.
- ▶ Write action statements to job objectives.
- ▶ List past projects/Internships experience related to your job objectives.
- ▶ List training/ course/ certification along with education accomplished.
- ▶ Chose the right format (Skill and group of paragraphs) with proper gaps and paragraphs arranged.



Rashmi Nithyanand

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➤ Benefits of a well-designed Resume

- ▶ Gives a positive and factual picture of "YOU".
- ▶ Set a positive tone for the interview.
- ▶ Guide the interviewer on what to ask.
- ▶ Captures all the strengths connecting to the job objectives.
- ▶ Influences others who approve of the hiring.



Rashmi Nithyanand

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Reminders

- Choose the target jobs or Job objectives.
- Find out what skills, knowledge and experience are needed for the target jobs.
- Make a list of 3-4 strong skills and abilities which will make a good candidate for the target job.
- Summarize your key points at the top pf your resume in the above 5 lines.
- Check the spelling.
- Get feedback from someone experienced.
- Proof head for grammar and punctuation.



Rashmi Nithyanand

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Dr. Kamal Gupta
TPO, Department of Commerce
Commerce

Copy to: Director, MAIMS, for information please



Prof. (Dr.) Manju Gupta
Head, Department of

