

(A unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University; Recognized u/s 2(f) of UGC Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution Tel. Office: 8448186947, 8448186950 www.maims.ac.in

### 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** 





(A unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University; Recognized u/s 2(f) of UGC Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution Tel. Office: 8448186947, 8448186950 www.maims.ac.in

# CONSTRUCTING CAREER: RESUME BUILDING AND INTERVIEW SKILLS ENHANCEMENT By Mr. Anand Saurabh

# June 26, 2021

The session started with 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.

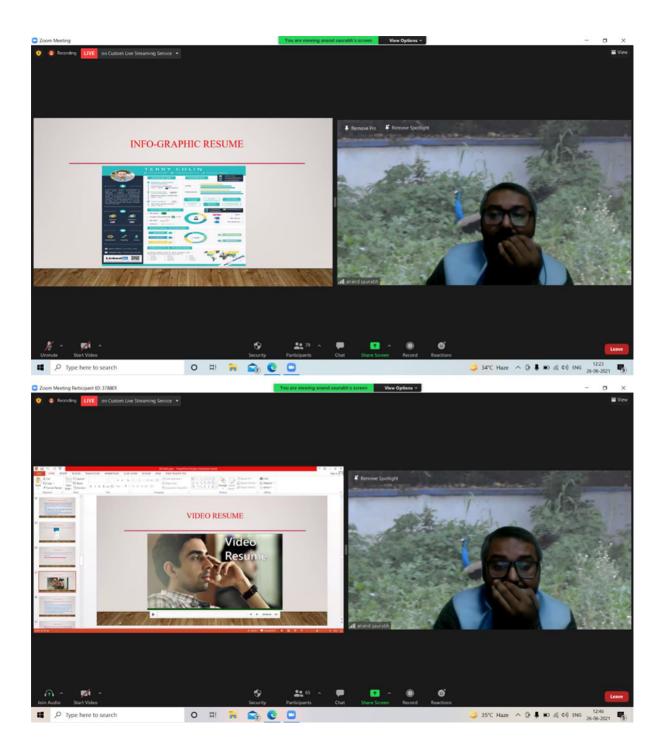
Mr. Anand Saurabh, the keynote speaker of the event highlighted professor Govil's words by saying, "Already reached the climax now we are going in flashback. His speech was a summary of what I'm going to talk about in the next one and half hours". He, during his session, spoke about how to draft an impressive 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, Mahabharta, 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"*.

103 students of department of Journalism attended the event. Ms. Shefali Ahuja, Assistant Professor, MAIMS, presented the vote of thanks. "*Experience matters the most*" with this she concluded her speech.



(A unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University; Recognized u/s 2(f) of UGC Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution Tel. Office: 8448186947, 8448186950 www.maims.ac.in





(A unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University; Recognized u/s 2(f) of UGC Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution Tel. Office: 8448186947, 8448186950 www.maims.ac.in

