



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

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



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,



Dr. Nand Kishore Garg
Founder Chairman and
Chief Advisor, MATES
Chancellor, MAU

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



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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, Mahabhart, 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.



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This screenshot shows a Zoom meeting window. The main content area displays a slide titled "INFO-GRAPHIC RESUME" for "TERRY COLIN". The slide includes a profile picture, contact information, and various charts and graphs. To the right, a video feed shows a man with glasses and a blue shirt, identified as "anand saurabh", with his hand near his face. The Zoom interface includes a top bar with "Recording LIVE" and "View Options", and a bottom toolbar with "Unmute", "Start Video", "Security", "Participants", "Chat", "Share Screen", "Record", "Reactions", and "Leave". The Windows taskbar at the bottom shows the search bar, system tray, and date/time (12:23, 26-06-2021).

This screenshot shows a Zoom meeting window. The main content area displays a slide titled "VIDEO RESUME" featuring a video player with a man's face and the text "Video Resume". To the right, the same video feed of "anand saurabh" is visible. The Zoom interface is similar to the first screenshot, with a top bar and a bottom toolbar. The Windows taskbar at the bottom shows the search bar, system tray, and date/time (12:48, 26-06-2021).



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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