



## 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 Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA Tel. Office:

8448186947, 8448186950 [www.maims.ac.in](http://www.maims.ac.in)



24 February, 2025

### REPORT- RESUME MAKING SESSION

Academic Year 2024-25

**Event Title: Resume Making Session**

**Organizing Unit: Training & Placement Cell (Department of Business Administration)**

**Institution Head: Prof. (Dr.) Rajni Malhotra Dhingra**

**Event Coordinators: Dr. Bharti Chaudhary, Dr. Sanam Sharma, Ms. Shraddha Sharma**

**Event Date: February 24, 2025**

**Event Time: 5:30 pm**

**Event Location Virtual (Googlemeet Platform)**

**Total Participants: 47**

#### Event Overview

The Resume Building Workshop, conducted on February 24, 2025, was an insightful session aimed at equipping students with essential skills to create impactful and professional resumes. Organized by the Training & Placement Cell of the Department of Business Administration, the session featured Mr. Ashok Aggarwal, an industry expert with extensive experience in recruitment and career development.

The workshop provided actionable insights into structuring a resume effectively, using industry-relevant keywords, and tailoring resumes for different job roles and sectors.

#### Introduction to the Speaker

Mr. Ashok Aggarwal is a seasoned professional with expertise in career counseling and talent acquisition. With years of experience in guiding students and professionals towards better career opportunities, he shared practical insights on resume optimization, common mistakes, and industry expectations.



MAIMSDelhiIN



MAIMSDelhiIN



MAIMSDelhiIN



MAIMSDelhiIN



MAIMSDelhiIN

## **Purpose of the Webinar**

The objectives of the Workshop were to:

- Help students understand the significance of a well-crafted resume in the hiring process.
- Provide guidelines for structuring resumes effectively
- Teach students how to highlight key skills, achievements, and experiences.
- Share tips for ATS (Applicant Tracking System) optimization.
- Offer insights into cover letter writing and resume customization.

## **Key Highlights**

- **Importance of a Strong Resume**

The session began with an emphasis on how a well-structured resume plays a crucial role in securing job opportunities. The speaker highlighted the expectations of recruiters and hiring managers.

- **Structuring a Resume**

Students were guided on the essential components of a resume, including the professional summary, education, work experience, skills, and certifications. The importance of clear formatting and readability was discussed.

- **Keywords & ATS Optimization**

The speaker explained how to use industry-relevant keywords to optimize resumes for ATS screening, ensuring higher chances of selection.

- **Content Customizing Resumes for Different Roles**

Attendees learned how to tailor resumes based on job descriptions, emphasizing relevant experiences and skills for specific roles.

- **Cover letter writing tips**

A segment was dedicated to crafting impactful cover letters, focusing on personalization, structure, and key elements that enhance applications.

- **Q&A Session**

The workshop concluded with an interactive Q&A session, where students sought advice on resume gaps, formatting concerns, and ways to stand out to recruiters. The speaker provided actionable feedback and best practices.

## **Conclusion**

The Resume Building Workshop was an engaging and informative event that equipped students with practical skills to create compelling resumes. Participants left with a clearer understanding of resume optimization techniques, ATS compatibility, and effective self-presentation for job applications. The session successfully empowered students to enhance their job readiness and professional appeal.

Meet - wry-djvs-vcu

meet.google.com/wry-djvs-vcu

Ashok Aggarwal (Presenting)

### Ashok Aggarwal

ashok.aggarwal.stats@gmail.com | +91-98187-40090 | LinkedIn

Name of course	Passing Year	Name of institute	CGPA
B.Sc. (H) Statistics	2024	Ramajayan College, University of Delhi	7.77 / 10.00
Class XII, CBSE	2021	Universal Public School	9.81 / 10.00
Class X, CBSE	2019	Universal Public School	9.90 / 10.00

**Experience**

**Founder's Office Associate, Unstop, Delhi (Senior - HR Task)** Jan'24 to Dec'24

- Successfully built and formulated strategy decks with key stakeholders, relating government ministries, state and nodal agencies, leading to 2 enhanced collaboration and project alignment.
- Leveraged data analysis skills to identify trends and assess project viability, contributing to strategic decision-making processes and streamlining of efforts made by teams
- Managed end-to-end engagement with 2500+ industry professionals, overseeing Membership vertical and ensuring alignment with organizational goals.

**Research Intern, Invest India (Senior - GOVERNMENT OF INDIA)** Dec'23 to Mar'24

- Utilized Power BI for an interactive dashboard with KPIs and stakeholders for strategic advancement.
- Sanitized 1100+ manufacturer databases using Python for efficient vendor management of 2 on-ground events- International Anuga Fair 2023 and Annual Round Table in the presence of Smt Sonowal (Hon'ble Union Cabinet Minister of Ministry of Ayush and Ministry of Ports, Shipping & Waterways)
- Researched and formulated **factual report** for Shri Piyush Goyal (Minister of Commerce) for para-aminophenol (PAP) logistics impacting Paracetamol (PCM) industry of India after PLI initiative
- Compared FDI & studied best practices across the countries to suggest changes for better FDI inflow

**POSITIONS OF RESPONSIBILITY**

President, Department of Statistics, Ramajayan College Sep'22 to Present

Ashok Aggarwal

Medha Taneja | Deepika Gupta | Ananya Bansal | Archit Dhingra | Riya Luthra | Samyak Jain | Riya Jain - | VAIBHAV SINGH | 25 others | Dhruv Gupta

18:20 | wry-djvs-vcu

73°F Haze

Search

ENG IN

5:20 PM 2/24/2025

Meet - wry-djvs-vcu

meet.google.com/wry-djvs-vcu

Ashok Aggarwal (Presenting)

**ADITYA BIRLA SCHOLARSHIPS**

Apply Now

20,000 profile views

172,021 post impressions

2,118 search impressions

Ashok Aggarwal

Medha Taneja | Riya Luthra | VAIBHAV SINGH | Mansi Vats | Yashwe Surana | Ananya Bansal | Navya Jain | Mihika Bhand... | 47 others | Dhruv Gupta

17:32 | wry-djvs-vcu

75°F Haze

Search

ENG IN

5:32 PM 2/24/2025