



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

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

8448186947, 8448186950 www.maims.ac.in

08 November, 2025

REPORT- RESUME BUILDING SESSION

Academic Year 2025-26

Event Title: Resume Building Session

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

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

Event Coordinators: Dr. Bharti Chaudhary, Dr. Monika Sharma, Ms. Shraddha Sharma

Event Date: November 08, 2025

Event Time: 11:00 a.m.

Event Mode: Online

Total Participants: 76

Event Overview

The Training & Placement Cell of the Department of Business Administration, MAIMS, organized an online session on “Resume Building” to help students craft professional and impactful resumes that reflect their skills, achievements, and career aspirations effectively. The session was designed to equip students with practical insights into the art of creating resumes that stand out in competitive placement processes.

Introduction to the Speaker

The session was conducted by Mr. Chaitanya Patney, Analyst at KPMG, Alumnus of MAIMS, and Former President of the Training & Placement Cell. With his corporate experience and



understanding of what companies look for, Mr. Patney provided valuable guidance on how students can build strong profiles and communicate their strengths effectively through their resumes.

Purpose of the Webinar

The objectives of the session were:

- To help students understand the importance of a well-structured and professional resume.
- To provide practical tips on resume formatting, layout, and content presentation.
- To educate students about common resume mistakes and how to avoid them.
- To offer insights into aligning resumes with industry expectations and job roles.
- To encourage students to start building their resumes early to enhance placement readiness.

Key Highlights

1. Understanding the Role of a Resume:

Mr. Patney explained how a resume acts as a personal marketing tool and how it reflects not just qualifications, but personality and clarity of purpose.

2. Structuring the Resume:

Students were guided on organizing their resumes - including how to list academic achievements, internships, and skills effectively. He emphasized the importance of keeping the layout clean and concise.

3. Common Mistakes to Avoid:

The speaker highlighted frequent errors like inconsistent formatting, unnecessary details, and overused phrases, and provided simple ways to fix them.

4. Making Resumes Industry-Oriented:

Mr. Patney shared examples of what recruiters look for in resumes, especially in the early career stages, and discussed how to tailor content according to specific job roles or industries.

5. Interactive Q&A Session:

The session concluded with an interactive Q&A round where students asked questions regarding resume presentation, LinkedIn optimization, and how to showcase projects and certifications effectively.

Conclusion

The Resume Building Session proved to be a highly engaging and insightful experience for the students. Mr. Chaitanya Patney's practical advice, combined with his industry perspective, helped

participants gain a clearer understanding of how to design impactful resumes and position themselves better for internships and placements. The session received enthusiastic feedback, marking it as a successful initiative by the Training & Placement Cell.

The screenshot shows a Zoom meeting in progress. The main window displays a resume template titled "Resume Template - ATS Session" in a web browser. The resume content includes:

- CONTACT:** +91-9999999999 | New Delhi, India | sample@gmail.com | linkedin.com/in/abc
- EDUCATION:** Bachelor of Business Administration, Maharaja Agrasen Institute of Management Studies (MAIMS), 2023-2026, CGPA: 9.5
- EXPERIENCE:**
 - Analyst:** Aon Hewitt, Dec 2024 - Present, Gurugram, India
 - Analyst Intern:** Marsh McLennan, Jul - Sep 2023, New Delhi, India
 - Collaborated with the Audit and Imprest Department, actively participating in financial audits and assisting in the examination of financial records and transactions.
 - Assisted in conducting comprehensive financial analyses, identifying discrepancies, and proposing solutions to ensure financial accuracy and compliance with regulatory standards.
 - Financial Analyst Intern:** Fininvest, Jun - Jul 2023, New Delhi, India
 - Advised and assisted a diverse portfolio of over 10+ clients in selecting appropriate financial products, resulting in an average increase to 12% in their investment returns.
 - Analyzed key macroeconomic indicators to assess market volatility, providing valuable insights to investors and clients for informed decision-making and enhanced portfolio risk management.
- PROJECTS:** Perception Towards Mutual Funds Investments — MS Excel, IBM SPSS, Generative AI. Examined over 200 responses utilizing the Theory of Planned Behaviour, positing that the inclination to engage in...

The Zoom interface shows several participants: Chaitanya Patney (Presenting), Abhinandan Bi..., Anvi Garg, Angel Gupta, Navya Jain, VAIBHAV SINGH, Bhoomi Garg, 62 others, and Vaibhav Gupta. The meeting time is 11:24 AM.

The screenshot shows a Zoom meeting in progress. The main window displays a slide titled "Basic Requirements: The 'Safe' Format (DOs)". The slide content includes:

- ✔ **Fonts:** Use universal, simple fonts like Arial, Calibri, Garamond, or Times New Roman.
- ✔ **Headings:** Use standard, simple section headings (e.g., "Skills," not "My Talents").
- ✔ **File Type:** Send as a .docx or .pdf, but *only* if the application specifically requests it. .docx is often safer.
- ✔ **Bullets:** Use standard round or square bullet points.

The Zoom interface shows several participants: Chaitanya Patney (Presenting), Abhinandan Bi..., Anvi Garg, Angel Gupta, VAIBHAV SINGH, Navya Jain, Bhoomi Garg, 51 others, and Vaibhav Gupta. The meeting time is 11:16 AM.