MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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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.