



Maharaja Agrasen Institute of Management Studies
(A unit of Maharaja Agrasen Technical Education Society)
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Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, India
www.maims.ac.in

Date:- 3rd April 2026

Report

Insightful Session on CV Building

Academic Year: 2025-26

Name of Event: Insightful Session on CV building

Organizing Unit: Internship and Placement Committee, Department of Law, Maharaja Agrasen Institute of Management Studies, GGSIPU, Delhi.

Name and designation of the resource person: Ms. Chhavi Pande (Associate Partner at Khurana and Khurana) & Ms. Surabhi Rawat (HR Lead)

Date of the Event: 3rd April 2026

Time of the Event: 10: 00 AM Onwards

Mode of the Event: Virtual Mode

Number of students participated: 60

The Internship and Placement Committee of Department of Law, Maharaja Agrasen Institute of Management Studies, organized an insightful session on **CV Building** on 3rd April 2026 in virtual mode, with participation from around 60 students. The session was conducted by Ms. Chhavi Pande, Associate Partner at Khurana and Khurana, and Ms. Surabhi Rawat, HR Lead, who shared practical insights on preparing an effective and professional CV.

The speakers emphasized the importance of tailoring CVs according to the job description and highlighted the role of Applicant Tracking Systems (ATS) in screening candidates. They also advised students to maintain honesty in their CVs, as recruiters often frame interview questions based on the details mentioned.

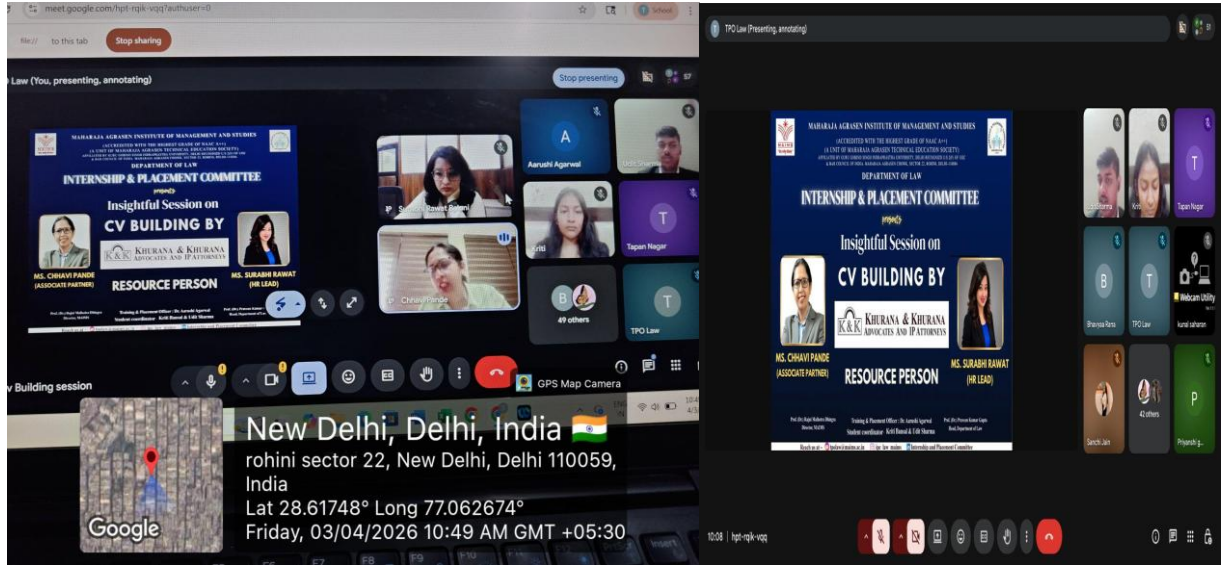
The session further highlighted the need for clarity in career goals from an early stage, encouraging students to pursue internships aligned with their chosen field. Guidance was also provided on the differences in exposure across various tiers of law firms and the importance of consistency, particularly in litigation careers.

Students were advised to structure their CVs effectively by limiting them to two pages, including a strong and tailored profile summary, and using professional language such as “assisted in” or “worked on.” The importance of accurately representing one’s role and highlighting relevant experience was also emphasized. Additionally, the significance of a well-drafted cover letter, professional email communication, and networking through LinkedIn was discussed. Students were encouraged to maintain updated profiles, avoid generic applications, and ensure proper formatting with clear and concise content.

The session concluded with a Vote of Thanks delivered by Dr. Aarushi Aggarwal, who expressed gratitude to the esteemed speakers for their valuable insights and to the participants for their active engagement.

Overall, the session proved to be highly informative and beneficial, equipping students with essential knowledge on CV building and professional development in the legal field.

The screenshot shows a Zoom meeting interface. At the top, the title bar reads "TPO Law (Presenting, annotating)". The top row of video thumbnails includes Nikhil Attri (muted), Kriti, Aarushi Aggarwal, Udit Sharma, Yogya Pratap Singh, a group of 40 others, and Priyanshi gupta. The main presentation slide is from the MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT AND STUDIES (AIMS), DEPARTMENT OF LAW, INTERNSHIP & PLACEMENT COMMITTEE. The slide title is "Insightful Session on CV BUILDING BY". It features two resource persons: MS. CHHAVI PANDE (Associate Partner) and MS. SURABHI RAWAT (HR Lead), both from KHURANA & KHURANA ADVOCATES AND IP ATTORNEYS. The slide also lists the Training & Placement Officer as Dr. Aarushi Aggarwal and the Student coordinator as Kriti Bansal & Udit Sharma. The Zoom control bar at the bottom shows the time 11:11 and the ID hpt-rqik-vqq.



meet.google.com/hpt-rqik-vqq?authuser=0

Stop sharing

TPO Law (You, presenting, annotating)

Stop presenting

57

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(A UNIT OF MAHARAJA AGRASEN TECHNICAL EDUCATION SOCIETY)
AFFILIATED BY CHITRA KUMAR VIDYALAYA UNIVERSITY, MUMBAI ESTABLISHED IN 1978
A B.A.B. COLLEGE OF ENGINEERING, TECHNOLOGY AND MANAGEMENT, SECTOR 22, NEW DELHI, INDIA

DEPARTMENT OF LAW

INTERNSHIP & PLACEMENT COMMITTEE

Insightful Session on
CV BUILDING BY

MS. CHHAVI PANDE (ASSOCIATE PARTNER)

MS. SURABHI RAWAT (HR LEAD)

RESOURCE PERSON

Prof. (Dr.) Rajat Mahajan, Director, MAITMS
Training & Placement Officer | Dr. Anurag Agarwal, Student Coordinator | Karthi Bhanu & V. Sri Sharma
Prof. (Dr.) Pooja Kulkarni, Co-ordinator, MAITMS

Surabhi Rawat, Balani

Chhavi Pandey

TPO Law

53 others

49 | Cv Building session

GPS Map Camera 10:49 AM 03/04/2026

New Delhi, Delhi, India 🇮🇳
rohini sector 22, New Delhi, Delhi 110059, India
Lat 28.61748° Long 77.062674°
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