



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

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10 February, 2026

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: February 10, 2026

Event Time: 11:20 a.m.

Event Venue: Room 927

Total Participants: 99

Event Overview

The Training & Placement Cell, Department of Business Administration, MAIMS, organised a session on Resume Building aimed at equipping students with essential skills required to create professional and impactful resumes. The session focused on structuring resumes effectively, highlighting skills and achievements, tailoring resumes according to job roles, and understanding recruiter expectations. Students gained practical insights into creating ATS-friendly resumes and presenting their profiles professionally for internships and placements.

Introduction to the Speaker

The session was conducted by Dr. Dev Mani P., HR leader, Hippo Homes who shared insights from his 19+ years as a HR in various fields from Retail to Tech, BSFI and Distribution. As a talent acquisition specialist, he guided students to present their academic achievements, skills, internships, and extracurricular activities effectively in a resume. The session also included practical tips on improving resume impact and aligning resumes with current industry requirements.



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Purpose of the Session

The objectives of the session were:

- To guide students on creating professional and structured resumes.
- To help students understand recruiter expectations and resume screening criteria.
- To educate students on tailoring resumes according to job roles and industries.
- To provide insights into ATS (Applicant Tracking System) friendly resume formatting.
- To help students highlight skills, achievements, and experiences effectively.

Key Highlights

1. Understanding the Importance of a Resume

The session helped students understand the role of a resume as the first impression in the recruitment process. Dr. Dev Mani explained how a well-structured resume increases chances of shortlisting and reflects professionalism, clarity, and attention to detail.

2. Resume Structure and Essential Sections

Students were guided on key resume sections including Contact information, Career objectives, Summary, Education, Skills, Experience, Internships, Certifications, Achievements and Extracurricular activities

Special emphasis was given to clarity, conciseness, and relevance of information.

3. Common Resume Mistakes to Avoid

The session highlighted common mistakes such as spelling and grammar errors, including irrelevant or outdated information, using lengthy paragraphs instead of bullet points and poor formatting and inconsistent/hard to read fonts.

4. Analysis of Good and Poor Resume Samples

Dr. Dev Mani presented examples of both effective and poorly structured resumes to help students understand recruiter expectations. The comparison helped students identify common mistakes and learn how to present their skills, achievements, and experience more effectively.

5. Interactive Q&A Session and Problem Resolution

An interactive Question & Answer session was conducted where students discussed various challenges they face during resume preparation and job applications. Dr. Dev Mani addressed individual queries and explained common problems students might encounter, such as lack of experience, difficulty in highlighting achievements, resume gaps, and confusion about resume formats. He provided practical solutions and personalised guidance, helping students gain clarity and confidence in building effective resumes.

Conclusion

The Resume Building Session proved to be a valuable learning experience for students, helping them understand the importance of presenting their professional profiles effectively. The session enhanced students' awareness of resume structuring, ATS optimisation, and tailoring resumes according to job roles. The practical insights shared by the speaker enabled students to identify areas of improvement in their resumes, making the initiative a successful step by the Training & Placement Cell towards helping students build and improve their resumes.

