



JSPM's JIMS EC/CC Activity Conducted by IQAC

Mentoring Session Report on "Strategies to Prepare a Professional Resume"

Event Date & Day: Saturday 29th January 2022

Venue – Online Platform

Time – 10.00 am to 1.30 pm

About Event

Finding a great job starts with writing a great resume, one that speaks to students' personal and professional strengths. Learn how to write a resume that stands out and makes employers take notice. **Expert trainer Mr. Ramani Venket, Founder –BIZZ Diagnostics** has made it his life's work to help others find the jobs and build the careers of their dreams. In this course, He walks through the basics of resume writing for job seekers, as well as a few extra job search basics such as identifying companies to work for and determining fit.

Mr. Ramani Venket explains what to include and exclude on a resume and practical examples, Mr. Ramani Venket walks through choosing the right format, tailoring information to match job requirements, and writing alternative resumes that include industry-specific information. Last, He shows students' how to deal with some common sore spots—like job hopping, lack of experience, or unemployment gaps—while concentrating on students' experience.

Contents covered in the interactive workshop:

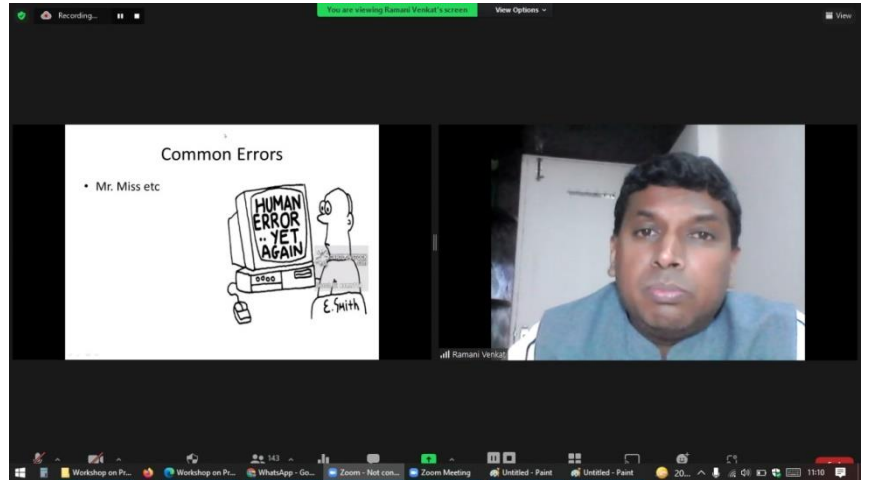
1. Basic components of a

The poster features a blue and yellow color scheme. At the top, it reads 'JSPM's Jayawant Institute of Management Studies, Pune' and 'NAAC A Grade AICTE Approved, SPPU Affiliated MBA MCA Course, Under IQAC Cell Organizes'. The main title is 'STRATEGIES TO PREPARE A PROFESSIONAL RESUME'. Below this, it says 'A LIVE WORKSHOP to learn how to create a professional & highly effective resume to increase your chance of getting a job.' A circular inset shows a desk with a coffee cup, keyboard, and a resume. The bottom section includes a profile for 'Expert Trainer Ramani Venkat', 'Founder - BIZZ Diagnostics, NLP Coach, Startup Mentor, 26 Yrs IT Experience', and the event details: 'Sat, 29.1.2022' and '10 AM on Zoom'. Social media links for Instagram, Facebook, and YouTube are provided, along with the website 'jspmjims.edu.in'.



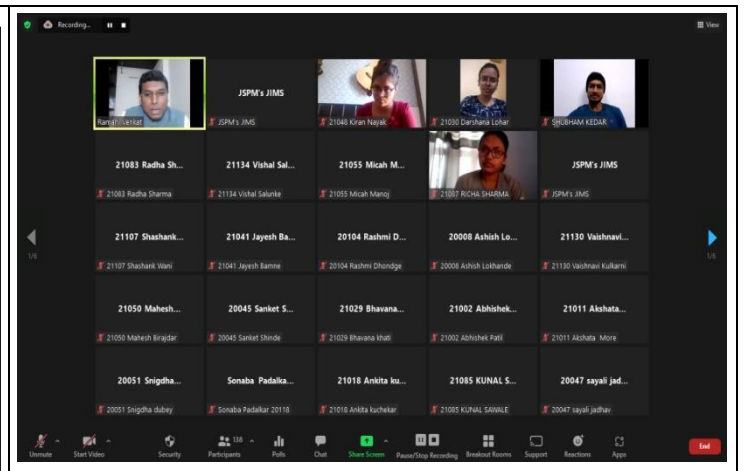
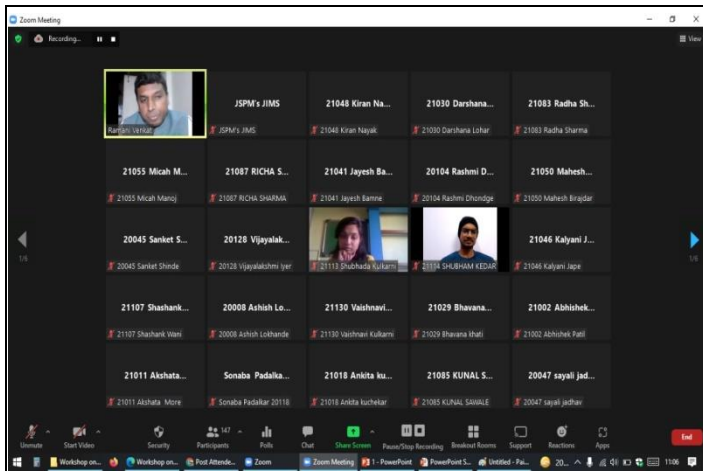
Resume

2. Customizing Basic Resume Components
3. Upgrading Resume
4. Layout and formatting Choices
5. Standing Out of the crowd
6. Using Resume the job you want
7. Handling Common Hurdles
8. Alternative Resume Design
9. Best Practices for using a Resume



All the queries of the students were addressed by the resource person. 150 students participated in the session, gained knowledge on Resume preparation and Interview preparedness in this interactive workshop session.

Glimpses of the event –



Prof. Sham Malgikar
Faculty Co-ordinator

Dr. Sudarshan Pawar
Prof. Shweta Padale
HOD (MBA/MCA)

Dr. Priyanka Singh
Director