

*Topic: Resume Building*

*Total number of Students/ Participants attended the session: 67*

*Date: 07/09/2018*

*Speaker: Dr. Mandeep Mahendru, IBS (IFCAI Business School)* has more than fifteen years of experience in Trainings and Academia She is consultant to Public sector as well private Sector organisation. She is an editor and reviewer with Sciencedirect and Elsevier.

*Type: Seminar*

*Objective of programme:*

- **To develop resume writing skills.**

*Summary of the event:*

With the brief introduction of the keynote speaker, the session was commenced. Dr. Mandeep started the session by posing a very basic question to the students (i.e., would you talk to a stranger, without knowing anything about him?). When everyone denied, Dr. Mandeep said being stranger, a resume is your introduction to an interviewer and highlighted the importance building resume. She informed the students that for a freshers' resume plays a more vital role in view of lack of experience of corporate culture. She further provided the guidelines for preparing resume for fresher. She discussed how to present details (such as Name, address, mobile no., email, Objective, Qualification, Work experience with key responsibilities, Additional skills acquired, Achievements) in resume. She asked students to follow chronological order while specifying the details in resume. She explained to the students to follow symmetry throughout the resume in terms of font type, font size, use of colour, indenting and spacing. She also instructed students to update the same in every six months and share with recruiters in the DOC or PDF format only, unless required in other format. She resolved queries of students like objective in resume, specification about drop year, courses without certification etc., and ended the session





Bharati College University of Delhi <bharatiplacementteam@gmail.com>

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**Re: Re- schedule session on 7 September, 2018 at Bharati College**

1 message

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**IBS Information Office Janakpuri** <janakpuri@ibsindia.org>

4 September 2018 at 11:44

To: Bharati College University of Delhi <bharatiplacementteam@gmail.com>

Dear Ma'am,

We are ready to take the session on 7th September. The faculty is the same for the session. We have already shared the profile of the faculty. Things required for the session are listed below.

1. Projector
2. White Board
3. Mic

Regards,

Abhishek Pandey

On Mon, Aug 27, 2018 at 2:41 PM, Bharati College University of Delhi <[bharatiplacementteam@gmail.com](mailto:bharatiplacementteam@gmail.com)> wrote:

Dear Abhishek,

In continuation to our previous correspondence, we would like to re-schedule the session on the topic "Résumé Building: Tips and Tricks" on 7th September, 2018 ( i.e., Friday)from 2:15p.m to 3:15p.m at our college campus.

Kindly confirm the same and drop a line in confirmation of receipt of this mail.

Regards

Dr. Sonali Jain

Placement Committee

Bharati College

On Thu 16 Aug, 2018, 16:15 Bharati College University of Delhi,  
<[bharatiplacementteam@gmail.com](mailto:bharatiplacementteam@gmail.com)> wrote:

Dear Abhishek,

Thanks for sharing biosketch of speaker.

Ms. Ayushi Taneja or Ms. Shruti Agareal will co-ordinate with you tomorrow.

**Dr. Sonali Jain**

**Department of Commerce,**

**Placement committee**

On Thu 16 Aug, 2018, 15:36 IBS Information Office Janakpuri, <[janakpuri@ibsindia.org](mailto:janakpuri@ibsindia.org)> wrote:  
Dear Ma'am,

Please find attached the profile of the faculty. We Would require few things from your end.

1. Projector
2. White Board
3. Mic

Regards,

Abhishek Pandey

----- Forwarded message -----

From: **IBS Information Office Janakpuri** <[janakpuri@ibsindia.org](mailto:janakpuri@ibsindia.org)>

Date: Tue, Aug 14, 2018 at 3:33 PM

Subject: Re: Confirmation for session on 17 August, 2018 at Bharati College

To: Bharati College University of Delhi <[bharatiplacementteam@gmail.com](mailto:bharatiplacementteam@gmail.com)>

Dear Ma'am,

We are ready to take the session on the given topic. Will share the requirements and profile of the faculty by Thursday.

Regards,

Abhishek Pandey

On Tue, Aug 14, 2018, 3:28 PM Bharati College University of Delhi  
<[bharatiplacementteam@gmail.com](mailto:bharatiplacementteam@gmail.com)> wrote:

Dear Abhishek

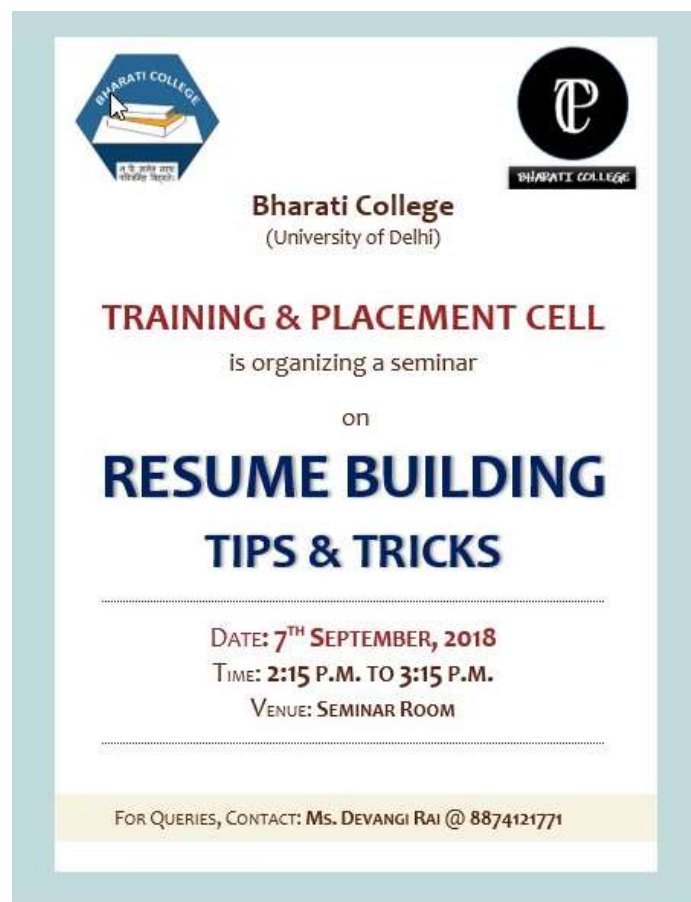
This is in reference to our telephonic mail , we placement committee would like to confirm your session on the topic of 'Resume Building' on 17h August,2018 from 2:15 p.m. to 3:15p.m.

Kindly specify your requirement for the session if any and share the biosketch of the speaker for the session.

Dr. Sonali Jain

Department of Commerce

Placement committee



**Dr. Mandeep Mahendru, IBS (IFCAI Business School) addressing Bharati College students**

## Attendance sheet of the participants

NAME	COURSE	Roll No.	Phone No.	Email	Sign
Tanya Sharma	B.Com (P) Sec A	18/2506	700281305	danya2006@gmail.com	Tanya
Shruti	B.Com (P) Sec A	18/2572	638351130	shruti.singh1111@gmail.com	Shruti
Alastin	B.Com (P) Sec A	18/2404	994115722	alastin.nema@gmail.com	Alastin
Sachin Kumar	B.Com (P) Sec C	17/2443		3233@gmail.com	Sachin
Akhil Kumar	B.Com (P) Sec C	17/2305		akhil.kumar@gmail.com	Akhil
Sakshi	B.Com (P) Sec A	18/2554	9510677434	sakshi.kumar@gmail.com	Sakshi
Romal	B.Com (P) Sec C	18/2481	9821440559	romal@gmail.com	Romal
Bhavika	B.Com (P) Sec C	18/2430	9039951725	bhavika2001@gmail.com	Bhavika
Sikha	B.Com (P) Sec C	18/2511	8851554184	bhavika2001@gmail.com	Sikha
Sakshi	B.Com (P) Sec A	18/2146	8572037428	lokeshkumar101@gmail.com	Sakshi
Lehal	B.Com (P) Sec C	18/2496	9599503502		Lehal
Tijana	B.Com (P) Sec B	18/2461	7888310156		Tijana
Jandhu	B.Com (P) Sec B	18/2194	9958235603		Jandhu
Leet Verma	BA B.A	18/1908	9313978560	leetverma19@gmail.com	Leet

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