**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 Acedemia She is consultant to Public sector as well private Sector organisation. She is an editor and reviewer with Sciencedirect and Elsivier.

*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 buildling 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

Sjain.



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

| Tillessage  |                           |
|---|---------------------------|
| IBS Information Office Janakpuri <janakpuri@ibsindia.org></janakpuri@ibsindia.org>  | 4 September 2018 at 11:44 |
| To: Bharati College University of Delhi<br>Sharatiplacementteam@gmail.com   | m>                        |
| Dear Ma'am,   |                           |
| We are ready to take the session on 7th September. The faculty is the shave already shared the profile of the faculty. Things required for the se                             |                           |
| 1. Projector  |                           |
| 2. White Board  |                           |
| 3. Mic  |                           |
|   |                           |
| Regards,  |                           |
| Abhishek Pandey   |                           |
| On Mon, Aug 27, 2018 at 2:41 PM, Bharati College University of Delhi < <a href="mailto:bharatiplacementteam@gmail.com">bharatiplacementteam@gmail.com</a> > wrote:            |                           |
| Dear Abhishek,  |                           |
| In continuation to our previous correspondence, we would like to re-schetopic "Résumé Building: Tips and Tricks" on 7th September, 2018 (i.e., 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, <a href="mailto:bharatiplacementteam@gmail.com">bharatiplacementteam@gmail.com</a> > wrote: |
| Dear Abhishek,  |
|   |
| Thanks for sharing biosketch of speaker.  |
|   |
| Ms. Ayushi Taneja or Ms. Shruti Agareal will co-ordinate with you tommorow.   |
| Dr. Sonali Jain   |
| Department of Commerce,   |
| Placement committee   |
|   |
|   |
|   |
|   |
| On Thu 16 Aug, 2018, 15:36 IBS Information Office Janakpuri, <janakpuri@ibsindia.org> wrote: Dear Ma'am,</janakpuri@ibsindia.org>                           |
|   |
| 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 >   |

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 < <a href="mailto:bharatiplacementteam@gmail.com">bharatiplacementteam@gmail.com</a>>

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 <a href="mailto:bharatiplacementteam@gmail.com">bharatiplacementteam@gmail.com</a> wrote:

Dear Abhishek

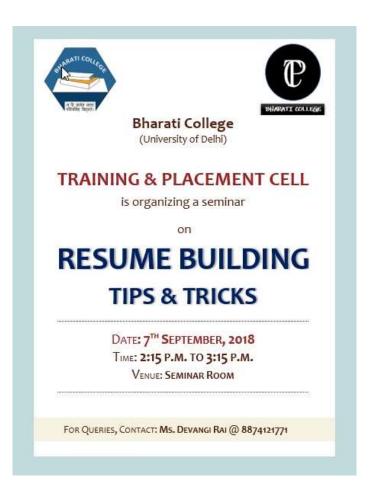
This is in reference to our telephonic mail , we placement committee would like to confirm your session on the topic of 'Resume Building' on 17h August,2018 from 2:15 p.m. to 3:15p.m.

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

|                                 | Attendance sheet o  |                                    |  |  |  |  |  |
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