

*Topic: Personal Interview and Resume Building*

*Total number of Students/ Participants attended the session: 45*

*Date: 24/01/2020*

*Speaker: Mr. Arun Albert, O.P. Jindal University*, is an inspirational individual, who possesses an excellent mindset inclined towards the empowerment of people through Learning and Development. He has trained more than 35,000 individuals across India from all walks of life and has a training experience of more than 20+ years.

*Objective of programme:*

- **To make student familiar with the concept of resume and explain the process of developing a resume**
- **To provide the dos and don'ts of the personal interview**

*Summary of the event:*

The session commenced with the welcome address to keynote speaker. In order to win the confidence of the students, Mr. Albert started the session by showing and pinpointing the good and bad in the first draft of his own resume. He has covered a wide range of key aspect, from font size, to use of colour in resume, to chronological order of qualification, to importance of add of courses , to past work experience. Speaker also made the student aware with the current trend of using PPT for presnting the information of resume. Mr. Albert also demonstarted a role play with the help of one of the participant to give a fair idea of interview. He also made the students realise the importance of body langauge while appearing for an interview. He discussed frequently asked questions like, how can you Introduce yourself, how you should answer when asked about five year goal and what key weakness you should not mention etc. Session ended with vote of thanks to speaker and participantshas witnessed an active participation of the students.





**BHARATI COLLEGE  
UNIVERSITY OF DELHI  
OPUS  
TRAINING AND PLACEMENT CELL  
SEMINAR**

**TOPIC: PERSONAL INTERVIEW  
AND RESUME BUILDING**  
**ORGANISATION: O.P.JINDAL UNIVERSITY**  
**SPEAKER: MR. ARUN ALBERT**  
**DATE: 24TH JANUARY, 2020**  
**TIME: 1 PM**  
**VENUE: ROOM G3**

**For registration, students must send a  
confirmation message to  
MS. Alisha  
8207221267 (WHATSAPP) by 23rd January latest  
by 5p.m.**



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

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## Bio of Mr Arun Albert

1 message

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**Vinod Madaan** <vmadaan@jgu.edu.in>

21 January 2020 at 17:27

To: "bharatiplacementteam@gmail.com" <bharatiplacementteam@gmail.com>

Dear Placement Team

Please find attached updated bio of Mr Arun albert. Request you to ignore previous attachment for session on 24<sup>th</sup> Jan 2019.

Regards

**Vinod Madaan**

**Sr. Manager, Admissions & Outreach**

M +91 7027850258 | [vmadaan@jgu.edu.in](mailto:vmadaan@jgu.edu.in) | [www.jgu.edu.in](http://www.jgu.edu.in)

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 **Profile Arun.pdf**  
469K



**Mr. Arun Albert addressing Bharati College students**

### Attendance list of participants

S.No	Names	Course & Year	Contact Number	E-mail Id
1	Tushita Paul ✓	B.Com (prog) 8 <sup>th</sup> year	9354004053	tushita.paul28@gmail.com
2	Chen. Jaiswara ✓	B.Com (prog) 1 <sup>st</sup> year	9808561509	chenjaiswara68@gmail.com
3	Sueta ✓	B.Com (Prog) 1 <sup>st</sup> year	9719995459	singhsueta15297@gmail.com
4	Priyanka Wadhwa ✓	B.Com (Prog) 1 <sup>st</sup> year	9667453313	priyanka.wadhwa.10@gmail.com
5	Hira ✓	B.Com (Prog) 1 <sup>st</sup> year	9315027037	hira2000717@gmail.com
6	Gurpreet Dym ✓	B.Com (Prog) 1 <sup>st</sup> year	9045281564	gurpreetdym176@gmail.com
7	Kanjana ✓	B.Com (Prog) 1 <sup>st</sup> year	9990131793	kanjana.tank.1998@gmail.com
8	Shreyas Sarna ✓	B.A. (Hons) 1 <sup>st</sup> year	847111397	shreyasarna23@gmail.com
9	Seema Nishad ✓	B.A. (Hons) 1 <sup>st</sup> year	882356235	seemaniidhad128@gmail.com
10	Bhavina Yadav ✓	B.Com (Prog) 1 <sup>st</sup> year	6561267425	bhavina1217@gmail.com
11	Sumedha Samal ✓	B.Com (Prog) 1 <sup>st</sup> year	971718274	sumedhasamal@gmail.com
12	Prisha Mishra ✓	B.Com (Prog) 1 <sup>st</sup> year	9410764380	prishamishra012@gmail.com
13	Kiran ✓	B.Com (Prog) 1 <sup>st</sup> year	9168144146	kiran.kishan04@gmail.com
14	Akshata ✓	B.Com (Prog) 1 <sup>st</sup> year	991550565	gaganakshata13@gmail.com
15	Snaha ✓	B.Com (Prog) 1 <sup>st</sup> year	8076822991	snaha.saha9043@gmail.com

S.No	Names	Course & Year	Contact Number	E-mail Id
16	Agasha ✓	1 <sup>st</sup> year B.Com (Prog)	8385242514	agasha12dec200@gmail.com
17	Vidya Prasad ✓	2 <sup>nd</sup> year B.Com (Prog)	945896619	uromaniidhyanis@gmail.com
18	N. Chaitanya ✓	1 <sup>st</sup> year B.Com (Prog)	7665111321	chaitanya771@gmail.com
19	Muskan Rajpal ✓	1 <sup>st</sup> year B.Com (Prog)	6388386805	muskanrajpal@gmail.com
20	Makshika ✓	1 <sup>st</sup> year B.A. (Hons)	886111575	makshika.silva28@gmail.com
21	Pooja Rana ✓	1 <sup>st</sup> year B.A. (Hons)	9917122685	makshika22@gmail.com
22	Muskaan Singh ✓	1 <sup>st</sup> year B.Com (Prog)	8865716840	muskaan.singh10@gmail.com
23	Nisha Yadav ✓	1 <sup>st</sup> year B.A. (Hons)	9650115255	yadavanshi10@gmail.com
24	Aradhita Samal ✓	1 <sup>st</sup> year B.Com (Prog)	844018388	aradhita5@gmail.com
25	Neha Choudhary ✓	1 <sup>st</sup> year B.A. (Hons)	75301517	choudharyneha25@gmail.com
26	Maitra Singh ✓	1 <sup>st</sup> year B.A. (Hons)	731719135	choudharyneha25@gmail.com
27	Prisha ✓	1 <sup>st</sup> year B.A. (Hons)	971718274	prishamishra012@gmail.com
28	Shreya Kumar ✓	1 <sup>st</sup> year B.A. (Hons)	965628837	shreyasarna23@gmail.com
29	Ananya Mishra ✓	1 <sup>st</sup> year B.Com (Prog)	8865716840	muskaan.singh10@gmail.com
30	Priyanka Bhadola ✓	1 <sup>st</sup> year B.Com (Prog)	935425234	seemaniidhad128@gmail.com
31	Kanya Mishra ✓	1 <sup>st</sup> year B.Com (Prog)	870553434	priyanka.wadhwa.10@gmail.com
32	Aditi Chauhan ✓	1 <sup>st</sup> year B.Com (Prog)	9997097110	adityasach192@gmail.com
33	Aditi Swach ✓	1 <sup>st</sup> year B.Com (Prog)	966876762	adityasach192@gmail.com
34	Kumari Kalpana ✓	1 <sup>st</sup> year B.Com (Prog)	9510222459	kumari.kalpana28@gmail.com
35	Ananya ✓	1 <sup>st</sup> year B.Com (Prog)	9180006	muskaan.singh10@gmail.com
36	Pooja Singh ✓	1 <sup>st</sup> year B.Com (Prog)	920501501	priyanka.wadhwa.10@gmail.com

Sl. No.	Names	Course of Year	Contact Number	Email - Id
38	Anshula Kumar	B.Com (H) 2 <sup>nd</sup> yr	9560354155	anshulakumar26@gmail.com
39	Rishika Kaulshik	B.Com (P) 2 <sup>nd</sup> yr	8607692000	rkshikaushik@gmail.com
40	Anushi Tanwar	B.A (H) English 1 <sup>st</sup> yr	9557841779	tanwaranushi1432@gmail.com
41	Naka Shekh	B.A (H) English 1 <sup>st</sup> yr	8989541733	nakashekh06@gmail.com
42	Dinpa Tamoo	B.Com (P) 1 <sup>st</sup> yr	971214026	dinpatamoo04@gmail.com
	Noukasharna	B.A (P) 1 <sup>st</sup> yr	8178542808	neelasharnan@gmail.com
	Jyoti	B.A. POLITICAL SCIENCE 1 <sup>st</sup> 3 <sup>rd</sup> YEAR	7838761645	Jyotishad71@gmail.com
	Himani	B.A Political Science (Hons) 3 <sup>rd</sup> year	9582438250	HimaniKaulshik1999@gmail.com
	Pooja Rana	B.Com (Hons) 1 <sup>st</sup> Year	9555965180	Po4059756@gmail.com
	Tanu Ranga	B.A (Hons) English 1 <sup>st</sup> Year	9582890198	ranga-tanu.01@gmail.com
	Babita	B.A (P) 1 <sup>st</sup> yr	9821952476	yadavbabita774@gmail.com