



ST. Joseph's PG College

5-9-300, Caprotti Hall Building, Gunfoundry, Abids, Hyderabad-500001, Telangana, India.

ACADEMIC YEAR 2014-2015

DELOITTE Resume Building / Resume Review Workshop:

A Workshop on “Resume Writing” was organised in co-ordination with Deloitte, Talent Acquisition - Recruitment Team on 4th Sept 2014 at Seminar Hall, Extended Campus. 45 MBA II year Finance students attended the workshop. The resource persons were Mrs. Anjali Sinha, Sr.Manager, Talent Acquisition Lead – Tax, Mr. Sabha Qureshi - Talent Acquisition - Recruitment Team, Mr. Devarajan Mahadevan, Talent Acquisition, Ms. Reema Mehta, Talent Acquisition and Mr. Saneesh - Talent Acquisition. The basics of resume writing were outlined by Anjali Sinha who also explained the success Dimensions of the student to be mentioned in a resume. She also explained how to analyse one self and thereby write a resume effectively. The team also emphasised the crucial importance of technical knowledge and soft skills for gaining good employment.

A Workshop on “Effective Resume Writing”:

A two hour workshop on Effective Resume writing was conducted by Dr. Sangeetha M. Associate Professor, Department of English for final year MBA students on 22nd Sep 2014. Prior to the workshop, individual resume of students were gathered and evaluated to identify the common errors made by them in resume drafting. This preliminary step paved a way for an effective workshop which focused on the do’s and don’ts of resume writing. Apart from giving several tips for enhancing one’s resume writing, several tips were given for enhancing one’s resume drafting by pointing out the features which have gone redundant. Different approaches to resume writing were highlighted, distinguishing between ‘entry-level’ applicants and candidates with job experience. To bring greater clarity on the right structure and formatting the students were given hand-outs of resume samples. The student feedback gathered at the end of the workshop recorded appreciation for the program.

S.NO	TITLE OF THE ACTIVITY	TARGET GROUP	DATE	RESOURCE PERSON	COMPANY/ ORGANIZATION
1	Interviewing Skills And Reasoning	MBA II YEAR	Session-I And II/9 th And 10 th March 2015	Mr.Manoj , Faculty , SJC	SJC
2	Swot Analysis	MBA II YEAR	Session-III And IV/9 th	Dr.Deepika , Head ,Dept of English	-

	Resume Writing		And 10 th March 2015		
3	Numerical Ability	MBA II YEAR	Session-V /11 th And 12 th March 2015	Mr.Varun.k.Chowdary Director	Place Team
4	Basic Accounting And Finance	MBA II YEAR	SESSION-VI /25 th MARCH 2015 (FINANCE)	Ms.Smriti Nagaria	SJC
5	Leadership Styles Motivation Theory Role Of Communication Mock Interview	MBA II YEAR	SESSION-VI /25 th MARCH 2015 (HR)	Mrs.Mary Francina	SJC

CRT Programme

Department	Date of the Event	Topic	Resource Person
Placement Cell	1 st – 11 th Dec 2014	Campus Recruitment Training Programme (CRT) Module -1 : Aptitude training Module 2: English / Verbal Training Module-3: Personal Interview Module-4:CV Making / Group Discussion Module-5: Sector Specific Training	Place Team - (A Skill Development organization run by IIM Calcutta, Alumni students (Mr.Gaurav Kejriwal, Varun K Choudhary & Rahul Kishore Singh)