



**Mangalmai Institute of Management Technology**  
Greater Noida (U.P.)



Flex of the Workshop



**MANGALMAI**  
INSTITUTE OF MANAGEMENT AND TECHNOLOGY



**Training & Placement Committee**  
Organizes  
*Workshop*  
on  
**Professional CV Writing**



~Date~  
2nd August, 2024

~Venue~  
Classroom, **MIMT** Campus

Toll Free : 1800 103 3797 | [www.mangalmai.net.in](http://www.mangalmai.net.in)  
Plot No. 8 & 9, Knowledge Park-II, Greater Noida, Delhi-NCR, India

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**Date:** July 30, 2024

**NOTICE**

A Workshop is being organized by Training and Placement Committee on  
“Professional CV Writing” as per the Following details.

**Date:** 02 August, 2024.

**Time:** 2.00 PM

**Venue:** Classroom

**Coordinator T&P**

**CC:**

1. Principal, MIMT
2. IQAC, MIMT
3. In charge -Training and Placement
4. Faculty Notice Board
5. Students Notice Board
6. Office file



	<b>Report</b>
Name of Activity	Workshop on Professional CV Writing
Date	02 <sup>nd</sup> August, 2024
Venue	Classroom
Organized by	Training and Placement Committee
Coordinated by	Mr. Krishna Kumar, Assistant. Professor, MIMT, Greater Noida
Name of Expert	Ms. Surabhi Singh, Assistant Professor, MIMT, Greater Noida
Participated by	BCA Students (38)
Objective:	The objectives of workshop to provide participants with the skills and knowledge necessary to create an effective and professional CV that enhances their job prospects.
Content	The Workshop on Professional CV Writing was organized by Training and Placement Committee for the BCA students of Department of Computer Applications. Ms. Surabhi Singh was the session expert for today's workshop. The resource person started the workshop with the importance of a CV in the job application process and also explained the differences between a CV and a resume. She shared some helpful advice on how to choose the right format for your career stage and goals. She also discussed various formats of CV like Chronological, Functional, Combination /Hybrid. She shared knowledge about CV writing key components like Contact Information, Professional Summary/Objective, Work Experience, Education, Skills, Certifications and Awards. The workshop was ended with the vote of gratitude to the resource person, Ms. Surabhi Singh, by Coordinator of the event Mr. Krishna Kumar.
Outcome of Activity:	The workshop on Professional CV Writing successfully met its objectives, students Improved understanding of CVstructures and formats that makes students ability to tailor CVs for specific job applications,The workshop successfully provided participants with a comprehensive understanding of professional CV writing.



**Figure 1 Ms Surabhi Singh (Faculty, MIMT), Speaker of the workshop express her views about Professional CV writing**



Figure 2 MsSurabhi Singh interact with students.



Figure 3 Mr Krishna Kumar (Faculty, MIMT), Coordinator of the workshop interact with student during the closing of the event.



Student Attendance Shee

MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY GR. NOIDA							
Student Attendance Sheet							
Date: 02/08/2024				Time: 2-00 PM onwards			
Venue: Classroom, MIMT							
Activity: Workshop on Professional CV Writing.							
Department: Computer Application							
Sr. No	Student Name	Year/Sem	Sign.	Sr. No	Student Name	Year/Sem	Sign.
1	Ayra	II/III <sup>rd</sup>	Ayera	41			
2	Ruchi Priya	II/III <sup>rd</sup>	Ruchi	42			
3	Rubali Choudhary	II/III <sup>rd</sup>	Rubali	43			
4	Nidhi Sengupta	II/III <sup>rd</sup>	Nidhi	44			
5	Jyoti Kumari	II/III <sup>rd</sup>	Jyoti	45			
6	Simran Deep	II/III <sup>rd</sup>	Simran	46			
7	Ritika Singh	II/III <sup>rd</sup>	Ritika	47			
8	Ankid Kumar	II/III <sup>rd</sup>	Ankid	48			
9	Ankur Kumar	II/III <sup>rd</sup>	Ankur	49			
10	Krishna Kumar Ray	II/III <sup>rd</sup>	Krishna	50			
11	Diloo Kumar	II/III <sup>rd</sup>	Diloo	51			
12	Anish Srivastava	II/III <sup>rd</sup>	Anish	52			
13	Anshu Kumar	II/III <sup>rd</sup>	Anshu	53			
14	Adarsh A/S	II/III <sup>rd</sup>	Adarsh	54			
15	Pragya Singh	II/III <sup>rd</sup>	Pragya	55			
16	Ankit Yadav	II/III <sup>rd</sup>	Ankit	56			
17	Uttam Singh	II/III <sup>rd</sup>	Uttam	57			
18	Eshwaraj Kashaniya	II/III <sup>rd</sup>	Eshwaraj	58			
19	Megha Priya	II/III <sup>rd</sup>	Megha	59			
20	S Kumari Supriya	II/III <sup>rd</sup>	Supriya	60			
21	SOYAL	II/III <sup>rd</sup>	Soyal	61			
22	Pradnya Kumar	II/III <sup>rd</sup>	Pradnya	62			
23	Shouya Gupta	II/III <sup>rd</sup>	Shouya	63			
24	Shreuti Tripathi	II/III <sup>rd</sup>	Shreuti	64			
25	Raunak M. Singh	II/III <sup>rd</sup>	Raunak	65			
26	Akshat Verma	II/III <sup>rd</sup>	Akshat	66			
27	Sanya Rai	II/III <sup>rd</sup>	Sanya	67			
28	Ishwar Dayal Singh	II/III <sup>rd</sup>	Ishwar	68			
29	Harsh Kumar	II/III <sup>rd</sup>	Harsh	69			
30	Abhay Sharma	II/III <sup>rd</sup>	Abhay	70			
31	Abhishek Kumar	II/III <sup>rd</sup>	Abhishek	71			
32	Vishal Choudhary	II/III <sup>rd</sup>	Vishal	72			
33	Harsh Pandey	II/III <sup>rd</sup>	Harsh	73			
34	Niraj Kushwaha	II/III <sup>rd</sup>	Niraj	74			
35	Anat Kumar	II/III <sup>rd</sup>	Anat	75			
36	Abhay Kumar	II/III <sup>rd</sup>	Abhay	76			
37	Aman Gupta	II/III <sup>rd</sup>	Aman	77			
38	Shivashish	II/III <sup>rd</sup>	Shivashish	78			
39				79			
40				80			