



Flex of the Workshop









Mangalmay Institute of Management Technology Greater Noida (U.P.)



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





	Report				
Name of Activity	Workshop on Professional CV Writing				
Date	02 nd 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.				





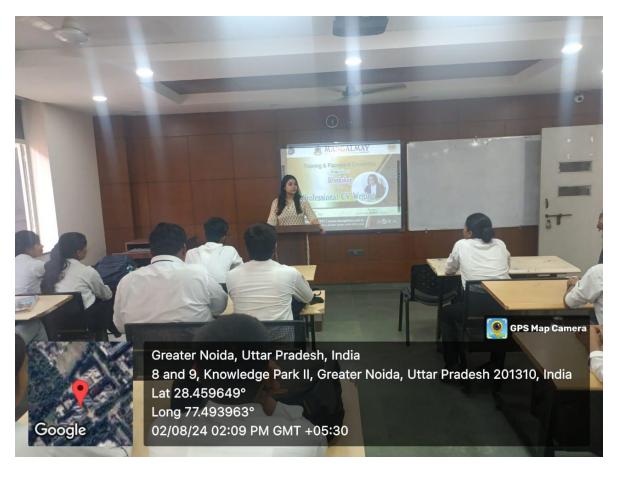


Figure 1 Ms Surabhi Singh (Faculty, MIMT), Speaker of the workshop express her views about Professional CV writing



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

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