



Panipat Institute of Engineering & Technology

Approved by AICTE & Affiliated to Kurukshetra University, Kurukshetra
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DEPARTMENT OF MANAGEMENT STUDIES

CIRCULAR

This is to inform the MBA students (Batch 2019-21) that the Department of Management Studies is organizing a workshop titled '**Online Workshop on CV -Drafting**' on September **19, 2020**.

The experts for the session will be Mr Kaushik Saha. He is an IIT kharagpur and IIM Calcutta graduate who holds a vast experience of Industry.

All students are encouraged to attend and gain valuable insights from this workshop.

Dr.Akhilesh Kumar Mishra

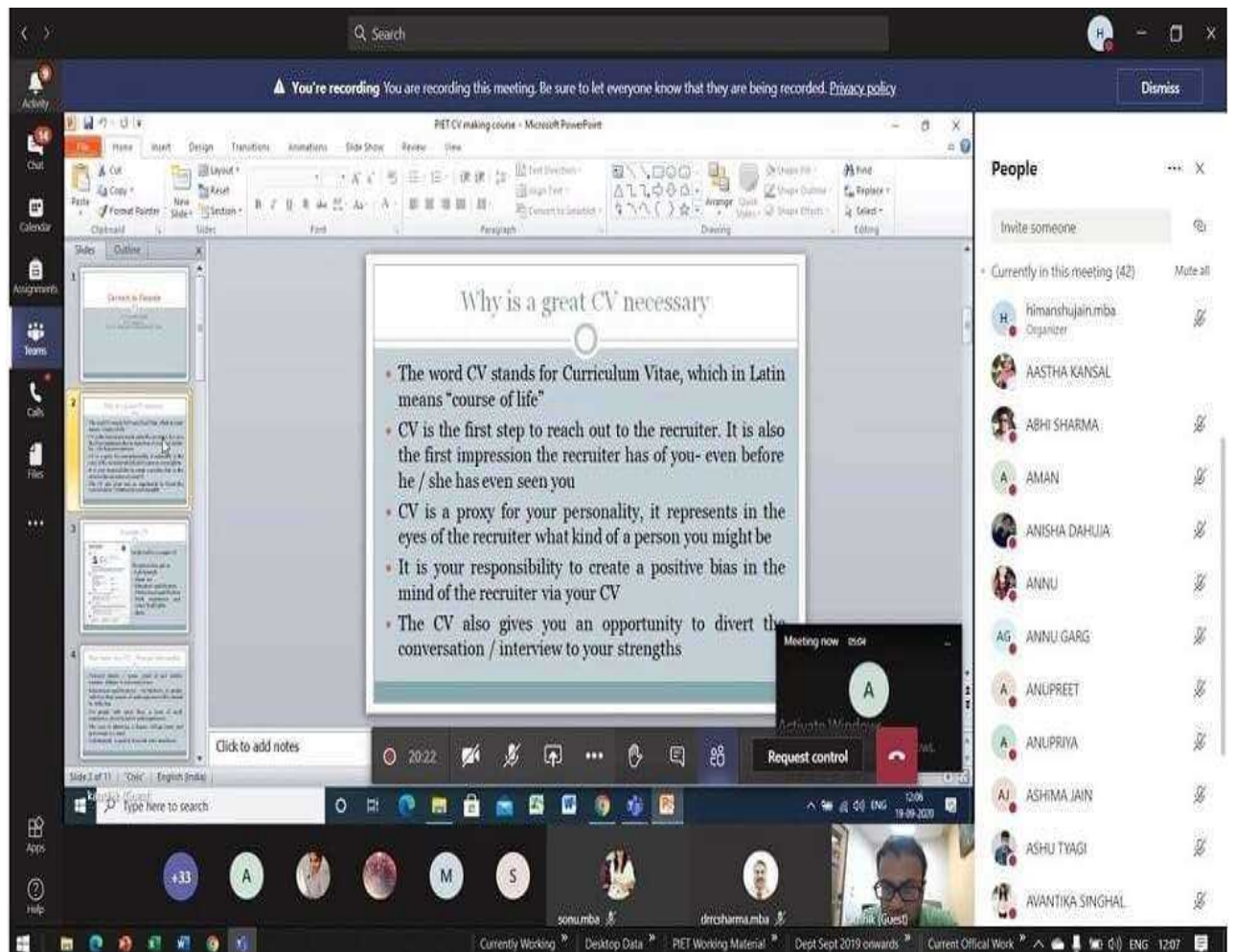
(Head of the Department)

Online Workshop on CV Drafting

Event Details	
Title of the Event	CV Writing Workshop
Date of the Event	September 19,2020
Timing	12 to 2pm
Venue	Online
No of Participants	40
Mode	Online
Resource Person	Mr. Kaushik Saha
Phone number	8879214125

Introduction:

On September 19th, the Department of Management Studies at PIET hosted an online workshop focused on CV drafting, conducted via MS Teams. The workshop aimed to provide MBA students with valuable insights into the essentials of creating a compelling CV. Through an interactive and engaging format, the session sought to equip participants with the necessary skills to enhance their professional documents effectively. 40 Students participated in this workshop.



Workshop Overview:

The workshop began with a warm welcome and an introduction to the guest speaker, Mr. Kaushik Saha. Mr. Saha is a distinguished graduate of IIT Kharagpur and IIM Calcutta, institutions renowned for their rigorous academic standards. His extensive experience in the industry provided a solid foundation for his insights into CV preparation. The choice of Mr. Saha as the speaker was strategic, given his deep understanding of what makes a CV stand out in a competitive job market.

Mr. Saha's presentation was designed to be both informative and practical, catering specifically to the needs of MBA students who are preparing to enter the workforce. His session was structured to cover various aspects of CV drafting, from fundamental principles to advanced strategies, ensuring that participants could grasp both basic and nuanced concepts.

Key Insights and Discussions

Importance of a CV: Mr. Saha began by underscoring the fundamental role of a CV in professional development. He described the CV as a critical document that serves as a personal marketing tool. It is often the first impression a potential employer has of a candidate, making its quality essential. A well-crafted CV can set a candidate apart from others, creating a favorable impression and opening doors to further opportunities.

CV Format and Structure:

The workshop delved into various CV formats and structures, highlighting the importance of a clear and organized presentation. Mr. Saha emphasized that a CV should be easy to read and navigate. Key sections such as personal details, education, work experience, and skills should be clearly delineated. He provided examples of effective formats and discussed common pitfalls to avoid.

Content Precision:

Mr. Saha stressed the need for precision in CV content. He advised participants to tailor their CVs to specific job roles by highlighting relevant experiences and skills. The importance of using quantifiable achievements rather than vague descriptions was a key point in his discussion. This approach not only makes the CV more impactful but also demonstrates the candidate's ability to deliver results.

Personal Branding:

Another crucial aspect covered was personal branding. Mr. Saha explained how a CV is an opportunity for candidates to market themselves effectively. He encouraged participants to reflect on their unique strengths and achievements, integrating these into their CVs to create a distinctive personal brand. This personal touch can significantly influence a recruiter's perception.

Common Mistakes and Best Practices:

The workshop also addressed common mistakes that candidates often make in their CVs. These include errors in spelling or grammar, using a one-size-fits-all approach, and failing to update the CV regularly. Mr. Saha provided practical tips for avoiding these mistakes and ensuring that the CV remains relevant and error-free.

Interactive Q&A Session:

Following the presentation, an interactive Q&A session allowed participants to seek clarification on specific points and engage in deeper discussions. The questions ranged from how to handle gaps in employment to the best ways to present academic

achievements. Mr. Saha responded to each query with detailed and thoughtful answers, further enriching the learning experience.

Participant Engagement and Feedback

The workshop was highly engaging, with participants actively involved throughout the session. The interactive nature of the presentation, combined with Mr. Saha's expertise, made the workshop both informative and practical. Feedback from participants indicated that they found the session valuable and appreciated the opportunity to learn from an industry expert.

Many participants noted that the workshop provided them with a clearer understanding of how to construct a professional and effective CV. They felt more confident in their ability to apply the insights gained to their own CVs. The session's practical approach and the opportunity to address individual concerns were particularly well-received.

Conclusion

The online workshop on CV drafting conducted by the Department of Management Studies at PIET was a significant success. Mr. Kaushik Saha's expertise and practical advice equipped MBA students with essential skills for creating compelling CVs. The session's interactive format and comprehensive coverage of key topics ensured that participants left with a deeper understanding of CV preparation. As a result, they are now better prepared to craft CVs that stand out in the competitive job market and effectively showcase their qualifications and experiences. The CV writing workshop will equip students with the skills to create well-structured, professional CVs by focusing on effective content presentation and common mistakes. Participants will gain confidence in tailoring their CVs to specific job roles, leading to improved job market readiness. Personalized feedback during the interactive Q&A will address individual concerns, enhancing their CVs further. These skills will not only aid in current job searches but also benefit their long-term career development.



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PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Department of Management Studies

Online Session on CV-Drafting on 04 Jan 2021

List of Attendees:

Serial No	Name of the Student	Roll No.
1	Aastha Kansal	190129
2	Abhi Sharma	190167
3	Aman	190141
4	Anisha	190192
5	Annu	190157
6	Annu Garg	190143
7	Anupreet	190211
8	Anupriya	190236
9	Ashima Jain	190220
10	Ashu Tyagi	190252
11	Avantika	190101
12	Pooja	190103
13	Aarzo	190104
14	Tanya	190106
15	Anshika	190107
16	Vikas	190115
17	Himani	190115
18	Sparsh	190117

19	Naima	190120
20	Veer	190121
21	Shrivesh	190128
22	Kunal	190130
23	Tanvi	190134
24	Karan	190135
25	Neha	190136
26	Jyoti	190137
27	Vineet	190138
28	Lavisha	190139
29	Parvesh	190140
30	Sargam	190144
31	Riya	190148
32	Nancy	190149
33	Surbhi	190150
34	Palak	190163
35	Ratika	190166
36	Varsha	190168
37	Mohit	190170
38	Chhavi	190178
39	Nishant	190189
40	Jitender	190193


HEAD - DEPARTMENT OF MANAGEMENT STUDIES
PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY
PATTI KALYANA - SAMAEKHA (PANIPAT) (HARYANA)