



SADHU VASWANI MISSION'S
St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE, BSc (Computer Science), BBA, BBA (CA)]
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PU/PN/AC/015/ (1962)
College Code: - 013

Circular No: - G15/1 QAC/2020-21/61

Date:-24.02.2021

CIRCULAR

On 8th March 2021 a Webinar Guest titled Resume Writing Skills is to be organized by Department of Business Studies from 10.00am to 11.00am via Google meet Interface platform.

J. Chintan

[Mrs. Jyoti Chintan]

Coordinator



G. H. Gidwani

Dr. Gulshan H. Gidwani

Principal

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REPORT

RESUME WRITING SKILLS GUEST LECTURE – 2020-2021

Organiser: Mrs. Jyoti Chintan

Class: Sy BCom Business Communication

Speaker: Mr. Thomas Kuriakose

Business Studies Department had organized a Guest lecture on the subject – “Resume Writing Skills” for SY B Com Business Communication students on 08th March 2021 on Google meet. There were 98 students who attended the program.

Mr. Thomas Kuriakose, Corporate Trainer and Consultant enlightened the students with the skills of writing a Resume.

He spoke about difference between CV and Resume, Types of writing a resume and AIDA theory to be applied for drafting a resume

Lecture was very interactive and the students answered all the questions posted by the speaker.



Jyoti Chintan

(JYOTI CHINTAN)

J. H. J. J. J.

Principal

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Attendance

Total Participants: 98 students

The screenshot shows a Google Meet interface. The main window displays a presentation slide titled 'CURRICULUM VITAE' and 'RESUME'. The slide compares the two documents across three categories: Length, Content, and Purpose. The 'CURRICULUM VITAE' section is on the left, and the 'RESUME' section is on the right. The 'Length' row indicates that a CV is 'Long' while a Resume is 'Short (1 or 2 pages)'. The 'Content' row shows that a CV is an 'Area-specific record of education and academic background', while a Resume is an 'All-inclusive summary of skills, experiences and education'. The 'Purpose' row states that a CV is for 'Higher Education and Job Applications', while a Resume is to 'Gain employment or interview'. The bottom of the screen shows the Google Meet controls with icons for mute, video, chat, and other functions. On the right side, a 'Meeting details' panel is visible, listing 19 participants with their names and status (e.g., '3891_Seema Raghunath...', '3895_Rasika Ravindra G...').

Jyoti

(JYOTI CHINTAN)



J.H. Jidwani
Principal
St. Mira's College for Girls

ST. MIRA'S COLLEGE FOR GIRLS

NAME OF EVENT: Resume Writing Skills

Meeting details

People (99)

3891_Seema Raghunath...
3895_Resika Ravindra G...
3896_Ishah Isabel M...
3903_Bhavina Bhosale...
3906_Shrikala Palugula...
3909_Sonali udaram Ch...
3910_Geyatri Dadaram...
3912_pallavi UDASI...
3916_sonak Khandelwal...
3917_Anisha Bandu Dh...
3919_Taanisha Manohar...
3920_Akanksha Choud...

Meeting details

People (99)

IN CALL

3802_Pazhai Ann... (You)
3802_Smita Sharm Patil
3803_Noorjannat Ansari
3804_Sadia Saleem Sha...
3806_Nikita Kondiba Sh...
3808_Namrata Bhandari
3809_Avanti Ghule
3814_Rutuja Tanaji Bang...
3815_Disha Pande
3816_Shahid Madeeha A...
3820_Kushita Jelenita



Principal Incharge
St. Mira's College for Girls