



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: -GIS/MQAC/2019-2027

Date:-28.12.2019

CIRCULAR

On 4th January 2020 a Guest Lecture titled Resume Writing is to be organized by Department of Business Studies from 10.50am to 11.00am in Audio Visual Room.

Jyoti Chintan
[Mrs. Jyoti Chintan]
Coordinator

G. H. Gidwani
Dr. Gulshan H. Gidwani
Principal



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Report

Resume Writing Skill- 2019-2020

Organiser: Mrs. Jyoti Chintan

Class: Sy BCom Business Communication

Speaker: Mr. Thomas Kuriakose

As part of the Soft Skills Programme, the students of SY B Com from Business Studies department attended a guest lecture organised on 4th January 2020 on Resume Writing. There were 78 students who attended this session

The speaker Mr Thomas Kuriakose a Corporate Trainer faces insights to students how to write an effective resume, with finer points for effective presentation. He also clarified about the difference in resume and CV. The lecture ended with clearing the doubts relating to Resume writing and understanding the importance of AIDA formula to be followed by the students while drafting a good Resume.

Jyoti

(JYOTI CHINTAN)



Jayab

Principal Incharge
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Attendance Sheet

Name of the Guest Lecture :- Resume Writing Skills

Date and Time:- 4th January 2020 from 10.00am to 11.00am

Sr. No	Roll No (if applicable)	Name of Participants/ Students	Signature
1	3638	Shraddha U. Gaikwad	Shraddha
2	3606	Gayatri Janardan Sonawane	Gayatri
3	3607	Priyanka. P. Khairnar	Priyanka
4	3024	Sejal Waghela	Sejal
5	4221	Shehal Sinha	Shehal
6	4224	Alka Singh	Alka
7	3685	Arkita Karale	Arkita
8	3641	Kiran Raj Purshit	Kiran
9	3681	Summaiya Shamim Siddiqui	Summaiya
10	3682	Khan Zainab Arif	Zainab
11	3686	Shaikh summaiya wajid	Summaiya
12	3661	Pooja Saini	Pooja
13	3628	Simran Brambane	Simran
14	4201	Ekam. Kaur Dadiala	Ekamkaur
15	4242	Sheha Gudipati	Sheha
16	4208	Meera Joseph	Meera
17	43678	Marzia. Memon.	Marzia
18	3115	Himani Keda	Himani
19	3629	Bhavana Jangid	Bhavana
20	3626	Sunanda Pillai	Sunanda
21	3620	Tanisha Khedri	Tanisha
22	3607	Swati Jadhav	Swati
23	3631	Mohsina Shaikh.	Mohsina
24	3629	Jaya Dahwani	Jaya MD
25	3603	Meena Mose	Meena
26	4004	Mehak Agarwal	Mehak

Total Number of Participants/ students = 26 Students

Name and Signature of the event coordinator :- Jyoti Chintan

Jyoti

Jh

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Sr. No	Roll No (if applicable)	Name of Participants/ Students	Signature
1	3650	Santoshi M. Rohra	<u>Rohra</u>
2	3642	Nikita Shelar	<u>N-Shelar</u>
3	3640	Kashmira Shinde	<u>Shinde</u>
4	3664	Saba Shaikh	<u>Saba</u>
5	3616	Sejal Kadam	<u>Sejal</u>
6	3611	Megham Jairam	<u>Megham</u>
7	3626	Hridhi Bhandari	<u>H Bhandari</u>
8	3627	Aarohi Ibrahim	<u>Aarohi</u>
9	3677	Riya M Barde	<u>Riya</u>
10	3678	Johnal Pathak	<u>Johnal</u>
11	3679	Poonam Annari	<u>Poonam</u>
12	3680	Farun Budha	<u>F. Budha</u>
13	3655	Ceeshu Pijari	<u>Ceeshu</u>
14	3643	Avantika Sable	<u>Avantika</u>
15	3645	Shriya Tupe	<u>Shriya</u>
16	3654	Aarya Kamble	<u>Aarya</u>
17	3812	Esmaath Dehghanpur	<u>Esmaath</u>
18	3813	Gowri Ashtekar	<u>Gowri</u>
19	3848	Harshada Kand	<u>Harshada</u>
20	3808	Neha Pathak	<u>Neha Pathak</u>
21	3844	Prati Kolte	<u>Prati</u>
22	3848	Vidya Pooreshi	<u>Vidya</u>
23	3851	Anbit Kaur	<u>Anbit</u>
24	3805	Fizza Babul	<u>Fizza Babul</u>
25	3668	Jakina Rade	<u>Jakina</u>
26	3825	Priyanka J. Singh	<u>Priyanka</u>

Total Number of Participants/ students = 26 Students

Name and Signature of the event coordinator :- Jyoti Chintan

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Date and Time:- 4th January 2020 from 10.00am to 11.00am

Sr. No	Roll No (if applicable)	Name of Participants/ Students	Signature
1	3838	Akanksha Shah	Ashab
2	3817	Mrunali Dhiwar	M. Dhiwar
3	3819	Gauri Bhosale	Bhale
4	3816	Radhika Thakur	Rinakar
5	3807	Sanyukta Kalyankar	Sanyukta
6	3826	Aditi Kadga	Aditi
7	3859	Madhuri Bhosale	Madhuri
8	3824	Aasheta Gaikwad	Gaikwad..
9	3818	Daneshwari Muthad	Dan
10	3844	Blessy Varghese	Blessy
11	3884	Kimaya. Dupare	Kimaya
12	3895	Nilma. Tyle	Nilma
13	3604	Prabatta Singh	Singh
14	3601	Nikita Punekar	Nikita
15	3835	Puarna. Sapat	Puarna..
16	3660	Nidhi Agarwal	Nidhi
17	3661	Vidhi (Agarwal)	Vidhi
18	3819	Birat Khorkar	Birat
19	3814	Aparna Lavate	Aparna
20	3809	Srushvi Khalkde	Srushvi
21	3817	Sakshi Dhille	Sakshi
22	3824	Shamal Patil	Shamal
23	3865	Namrata Nagpal	Nagpal
24	3864	Payal. Arora	Payal
25	3866	Ventika Kundlani	Ventika
26	3868	Simran. S. Kholcha	Simran

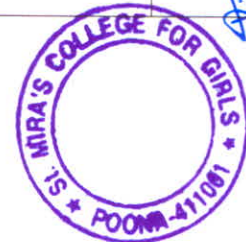
Total Number of Participants/ students = 26 Students

Name and Signature of the event coordinator :- Jyoti Chintan

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Name of the Activity – 10. Resume Writing

Date- 4th January 2020



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