



Date: May 30, 2022

Report	
Name of Activity	Workshop on “Professional CV Writing”
Date	3 rd June, 2022
Venue	Block A, Seminar Hall
Organized by	Department of BCA
No. of Beneficiaries	48
Resource Person	Ms. Poonam Singh, Assistant Professor, MIET, Greater Noida
Activity In-charge	Mr. Himanshu Rastogi, Faculty, MIMT Greater Noida
Objectives	<ul style="list-style-type: none">• The aim of the session was to Understood about the Importance of effective CV.• Enable the students to prepare their own CV.
Content	<p>Department of BCA at Mangalmai Institute of Management Technology organized a Workshop on Professional CV Writing in seminar hall Block A. The event was started with the welcome of HOD, Mr. Abhay N. Tripathi and the trainer Ms. Poonam Singh. In his opening remark Mr. Abhay N. Tripathi told the importance effectiveness in CV. Ms. Poonam Singh started the session with simple question of the difference between a resume and curriculum vitae. The answer helped to clarifying the doubts of students that whether as a fresher one has to write a resume or a CV. Trainer gave a general guideline on writing a resume. Also she explained the minor mistakes done by the candidates while preparing the CV.</p> <p>Ms. Poonam Singh explained the three formats of career summary statement viz. chronological, functional or a combination of both. Students were given the task to write a cover letter and email followed by the question-answer session. The anchoring was done by Rajeev from BCA 1st year. The session was much interactive and deeply required.</p>
Outcome of	Students are able to write their CV as per the requirement of different industries.



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



Activity	
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Greater Noida (U.P.)



MANGALMAY
INSTITUTE OF MANAGEMENT TECHNOLOGY
GREATER NOIDA



IS ORGANIZING

A WORKSHOP ON

“PROFESSIONAL CV WRITING”

Date: 3rd June, 2022; Time: 02:00 pm- 04:00 pm



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



Image 1: Dignitaries sitting on the dais Ms. Poonam Singh, Assistant professor, MIMT, Greater Noida, Mr. Abhay N. Tripathi, HOD, Department of Computer applications, Mr. Himanshu Rastogi, Assistant Professor, MIMT Greater Noida (from left to right)



Image 2: Mr. Abhay N. Tripathi, HOD Department of Computer Applications giving his opening remark.



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Image 3: Students and Faculties attending the session during the workshop.



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Image 4: Ms. Poonam Singh, the resource person taking the session.



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Attendance Sheet:

Mangalmai Institute of Management & Technology, Gr. Noida
Student Attendance List

Date: 03-06-2022 Time: 2:00 PM -4:00 PM

Workshop on "Professional CV Writing"

Course : BCA

Sr. No	Student Name	Year/ Sem	Sign.	Sr. No	Student Name	Year/ Sem	Sign.
1	Rajeev	I/2 nd	Rajeev	44	Rahul	I/2 nd	Rahul
2	Surbham Kumar	I/2 nd	Surbham	45	Rohan	I/2 nd	Rohan
3	Sudeep	I/2 nd	Sudeep	46	Amit Kumar	I/2 nd	Amit Kumar
4	Shashi	I/2 nd	Shashi	47	Kaushik Pandey	I/2 nd	Kaushik
5	Nabamita Paul	I/2 nd	Nabamita	48	Vijay Khatri	I/2 nd	Vijay
6	Kunwar Pal	I/2 nd	Kunwar	49			
7	Deepanshu	I/2 nd	Deepanshu	50			
8	Arvind	I/2 nd	Arvind	51			
9	Zony	I/2 nd	Zony	52			
10	Diksha	I/2 nd	Diksha	53			
11	Anshu	I/2 nd	Anshu	54			
12	Ashutosh Pandey	I/2 nd	Ashutosh	55			
13	Mihir	I/2 nd	Mihir	56			
14	Shubham	I/2 nd	Shubham	57			
15	Gaurav Sharma	I/2 nd	Gaurav	58			
16	Ankit Singh	I/2 nd	Ankit	59			
17	Ajeet Tiwari	I/2 nd	Ajeet	60			
18	Vivek Kumar	I/2 nd	Vivek	61			
19	Sharvan Chaurhan	I/2 nd	Sharvan	62			
20	Ajeet Chandel	I/2 nd	Ajeet	63			
21	Ravi Kumar	I/2 nd	Ravi	64			
22	Prashansa Kumari	I/2 nd	Prashansa	65			
23	Jay Hind Kumar Bind	I/2 nd	Jayhind	66			
24	Kaushik Jain	I/2 nd	Kaushik	67			
25	Tanvi Singh	I/2 nd	Tanvi	68			
26	Abhinav Dharam	I/2 nd	Abhinav	69			
27	Aayush Gupta	I/2 nd	Aayush	70			
28	Tshu Sini	I/2 nd	Tshu	71			
29	Spansh Verma	I/2 nd	Spansh	72			
30	Mohini Verma	I/2 nd	Mohini	73			
31	Rishabh Kumar	I/2 nd	Rishabh	74			
32	Sagar Chandra	I/2 nd	Sagar	75			
33	Vaishnavi Jha	I/2 nd	Vaishnavi	76			
34	Chinmay Salun	I/2 nd	Chinmay	77			
35	Nitin Kumar	I/2 nd	Nitin	78			
36	Chandpreet Chahal	I/2 nd	Chandpreet	79			
37	Ankit Singh (A)	I/2 nd	Ankit	80			
38	Kushal Sharma	I/2 nd	Kushal	81			
39	Kunal Kumar	I/2 nd	Kunal	82			
40	Abdul Rehman	I/2 nd	Abdul	83			
41	Shyam	I/2 nd	Shyam	84			
42	Saurabh Swami	I/2 nd	Saurabh	85			
43	Subeeth Shah	I/2 nd	Subeeth	86			



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Trainer Profile:

Ms. Poonam Singh

Assistant Professor, Mangalmay Institute of Engineering & Technology, Greater Noida since October 2020. She has 8 years of experience in teaching Communication and soft skills.