

Uka Tarsadia University

The Center of Humanities & Development Workshop on "Resume and Interview Skills"



The Center of Humanities and Development had organized a workshop on Resume and Interview Skills in collaboration with the Department of Chemistry on 18th December 2018 for the final year students at Manjula Auditorium. The session started at 9:30 am with the floral welcome of Dr. Rozy Patel and Ms Rachna Somaya.

The following are the details for the session.

Sr. No.	Topic	Speaker				
1.	Importance of resume in interviews	Dr. Rozy Patel				
2.	Difference between Resume and Curriculum Vitae (CV)	Ms Rachna Somaya				
3.	Resume Format	Dr. Rozy Patel and Ms Rachna Somaya				
4.	Resume Editing	Dr. Rozy Patel, Dr. Ajit Joshi, Parth Naik, Ms Nisha Odedara, Ms Rachna Somaya, Ms Nidhi Mehta, Mr. Zaki Shekh, Dr. Sutapa Mondal Roy				
4.	Interview Skills	Ms Rachna Somaya				
5.	Mock Interview	Panel Members: Dr. Ajit Joshi, Anand Patel, Parth Naik, Bhavin Patel, Rachna Somaya, Nidhi Mehta, Chintan Patel, Rajamouli Badoulla, Harishchandra Jirimali				
6.	Learnings from the mock interview	Dr. Rozy Patel				
7.	Q&A session	Ms Rachna Somaya				

Take-aways from the session: Pre-interview preparation, post-interview preparation, resume format, dressing for interview, body movements and postures for interview, do's and do not's of grooming, pointers for continuous upgradation of resume,

simulation of real life situations, being a good listener and truthful, greetings, sitting postures for interviews, tackling questions and lastly overall cheerfulness and tact.

Glimpses of the day

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