



**Sandip Foundation's  
Sandip Institute of Technology & Research Centre, Nashik  
Department of Management Studies  
Academic Year 2018-19  
Report on Guest Lecture**

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***Event Title: - Guest Lecture on “Introduction & Resume Writing”***

***Date: - 24th August 2018***

***Conduction Duration: 02 Hrs***

***Venue: MBA-I Class Room, SITRC***

***Resource Person:***

***1. Miss. Nagma Shaikh, T & P Executive***

***Coordinator: Prof Jeevan Ahire***

***Objective:***

***1. To understand the importance of introducing yourself in interview.***

***2. To learn & understand the value of good CV***

***Number of Participants:***

***About The Program:***

*Department of Management Studies had organized guest lecture on Introduction & Resume writing for MBA –II students. The session was conducted by Miss Nagma Shaikh, T & P Executive. The session was started with how one should introduce them and with brief view of introduction about self. Further she added to the session that the attributes like postures, gestures and your body language plays a crucial role while introducing. The speaker also highlighted on the aspects of how to get prepared for the interviews. She further spotted the major two components to be taken care while introducing yourself are try concentrating on the strengths and positive attributes which can attract the interviewer. Moreover she flashed the light on the things like start introduction with Name, followed by your current educational qualification then speak about the strengths more and when asked speak about the weaknesses which you're*

*working upon to convert into your strengths. And while closing the introduction you should always say, 'thank you, that's all about me'.*

*Further she spotlighted on the resume writing and what attributes your resume should contain. Your resume must have the title to it and it should never have I, Me and Myself in it. Resume should always be of one page. Always bold out the important contents of resume. And she concluded that your resume always speaks about you, before actually you get into the trend.*

**Outcome:**

- 1. Students came to know the common mistakes they make while introducing themselves.***
- 2. Students learnt about writing the professional resumes and they also understood the difference between resume, bio-data and curriculum vitae.***

**Photograph:**



