



**Sandip Foundation's  
Sandip Institute of Technology & Research Centre, Nashik  
Department of Management Studies  
Academic Year 2021-22**

**Guest/Expert Talk Lecture on “Resume Writing & Mock Interview Session”**

\*\*\*\*\*

***Event Title: Guest/Expert Talk Lecture on “Resume Writing & Mock Interview Session”***

***Date: 24<sup>th</sup> January 2022***

***Conduction Duration: 2Hours***

***Venue: MBA Class Room***

***Resource Person:***

***1. Mr Indrajeet Sonawane (Head, T& P Sandip Foundation)***

***Coordinator: Dr. Tushar Savale***

***Objective:***

***1.To guide students on how to build an attractive resume***

***2. To give students insight about how to face job Interviews***

***About The Program:***

Department of Management Studies had organized a guest lecture session on “***Resume Writing & Mock Interview Session***” for MBA Students. The Guest speaker for the same was ***Mr Indrajeet Sonanwane*** who works as a Head of Training & Placement Department at Sandip Foundation. The resource person discussed the importance of a resume, the best format to use, how to prepare an objective, present skills, achievements, project details, and so on; he also provided information on how to answer questions about students' weaknesses and strengths, as well as how to respond to questions about the things they are good at. He went over three various resume forms based on the job profile, as well as how to write a covering letter or a letter of introduction. He provided valuable insight into interview preparation and the process of locating job prospects online through his resource person. Having a strong git-hub profile will open doors to a plethora of opportunities, and profile short listing will take place through many channels such as Linked-in, git-hub, and other social media. During the interview, students are instructed not to use particular words or items, as well as to avoid making typical blunders.

The importance of body language, tone, and voice modulation during the Offline/Online/Telephonic interview process is emphasised by him, as well. The resource person answered all of the students questions in a professional manner.

***Outcome:***

- 1. Students got hands on training how to write an attractive resume/CV .***
- 2. Students got an insight regarding how to face job interview***

**Photographs:**



