

**SARVAJANIK UNIVERSITY**  
**Shree Ramkrishna Institute of Computer Education & Applied Sciences**  
M.T.B College Campus, Athwalines, Surat-395 001. Ph: 91 – 261- 224 0172

**REPORT ON SEMINAR ON  
CREATING PROFESSIONAL RESUME**

**Event/ Activity Name :-**Seminar on Creating Professional Resume.

**Date :-** 28/12/2021

**Venue :-** Shree Ramkrishna Institute of Computer and Applied Science, Surat

**Aim/purpose:** The seminar was organized for the postgraduate students of The Faculty of Science in order to acquaint them with the skill of preparing the impressive resume and making them interview ready.

**No. of Days :-** 01

**Level :-** College (PG)

**Details of the event/ activity:** The event commenced with the introduction of guest speaker Prof. Hiren Patel given by Prof. Jayesh Pushtiwala. The students were very well oriented about the significance of resume in grabbing the job opportunity. Further, Prof. Hiren precisely explained citing relevant illustrations regarding how each and every component of a resume has to be written. He covered different aspects of resume like candidate's email id, phone number, college/institute name, result, achievements, competencies, projects undertaken, hobbies, personal details etc. The discussion was an amalgamation of do's and don'ts of resume writing.

The session was followed by the questions from the student audience which were satisfactorily answered by professor. The seminar was concluded by prof. Nidhi Vaniyawala by giving a vote of thanks to the guest speaker and presenting him a token of gratitude with a thanks letter.

The seminar was a grand success and a golden learning memory for 72 participants in total.

**Signature of event/ activity co-ordinator :-**

**Prof. Nidhi Vaniyawala**

