



RV Institute of Management®

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REPORT ON
Training on Resume Building /GD/PI
as part of Employability Skills course

Date: 13th, 26th July, 6th to 17th Aug, 31st Aug, 1st Sep 2024	Venue: Seminar Hall Conducted By: Center For Career Development Resource Person: Mr. Arun Ramachandran, soft skill Trainer
Overview: As part of the career readiness and employability enhancement initiatives for MBA students (Batch 2024–26), a Resume Building workshop/ Mock GDPI was conducted by Mr Arun Ramachandran , an experienced Soft Skill Trainer. The session focused on equipping students with practical skills in preparing effective, professional resumes tailored for corporate placements and career advancement opportunities.	
Objectives : ☒ To guide students in preparing impactful resumes suitable for different industries. ☐ To highlight the importance of presenting academic, professional, and extracurricular achievements effectively. ☐ To provide insights on industry expectations regarding resume formats and content. ☐ To enhance students on Group Discussion and Personal Interview Skills ☐ To enhance students' employability skills by equipping them with essential competencies To enhance such as communication, problem-solving, teamwork, adaptability, and professional workplace behavior required to succeed in today's competitive job market.	
Agenda/Flow of the Event ☐ Introduction to Resume Building GD & PI – Importance of a professional resume in career success. ☐ Structure & Format – Explanation of different types of resumes (chronological, functional, and hybrid).	

❓ **Content Development** – Writing impactful career objectives, highlighting academic and professional achievements.

❑ **Do's and Don'ts** – Common mistakes and how to avoid them.

❑ **Industry Insights** – Expectations of recruiters in different sectors.

❑ **Practical Exercise** – Students worked on drafting/updating their resumes, and attended Mock GD & PG during the session.

❑ **Feedback & Review** – Trainer reviewed selected resumes and provided individual feedback.

❑ **Summary & Key Takeaways** – Emphasis on customization of resumes for different job applications.

Learning Highlights:

- Students gained strong conceptual clarity on **to improve employability and perform better in placement process**
- Mock GDs and interview practice sessions were conducted to strengthen communication and confidence.
- The session strengthened essential employability skills required to improve placement readiness and workplace success.

Take away of the session:

The session witnessed active participation from students who prepared and reviewed their resumes during the workshop. Students gained insights into effective **resume building**, strategies to perform confidently in **Group Discussions**, and techniques to handle **Personal Interviews** successfully, thereby improving their overall placement readiness.

Photo:

SL NO	Date	Students	Topic	Duration	Sign
1	13/07/24	B1	Resume Building	2hrs	
2	"	B2	Resume Building	2hrs	
3	26/07/24	B1	Group discussion	2hrs	
4	"	B2	Group discussion	2hrs	
5	6/08/24	3 groups	Mock GD - 3 groups (V)	1hr	
6	7/08/24	3 groups	Mock GD - 3 groups (V)	1hr	
7	8/08/24	3 groups	Mock GD - 3 groups (V)	1hr	
8	9/08/24	3 groups	Mock GD - 3 groups (V)	1hr	
9	10/08/24	B1	PT (V) - 8 students	2hrs	
10	11/08/24	B2	PT (V) (8 students)	2hrs	
11	21/8/24	8 students	PT (P2F)	2hrs	
12	1/9/24	20 students	PT (P2F)	5hrs	
13	12/8/24	7:30pm-9:30pm	PT (V) - 8 students	2hrs	
14	13/8/24	"	PT (V) - 8 students	2hrs	
15	14/8/24	"	PT (V) - 8 students	2hrs	
16	15/8/24	"	PT (V) - 8 students	2hrs	
17	16/8/24	"	PT (V) - 8 students	2hrs	
18	17/8/24	"	PT (V) - 8 students	2hrs	
				35hrs	

Remuneration 1hr = 1200/hr

Total amount = Rs 42,000/-

35hrs @ 1200/-

Total Remuneration Rs = 42,000/-

less: FDS @ 2% Rs = 840/-

Total value Rs = 41,160/-

Sd/-



Dr. Purushottam Bung
Professor & Director RVIM