



*Gyanmanjari Institute of Technology*  
*Sidsar Road, Bhavnagar.*

**Department of Mechanical Engineering**

**A Webinar on**  
**Effective CV Writing**

**05<sup>th</sup> July, 2021**

**Gyanmanjari Institute of Technology**

**In Association with**

**Assistant Director (Employment) Office,  
Bhavnagar, Gujarat**

**&**

**Ministry of Labor & Employment  
Model Career Centre – Thane, Maharashtra**



**Coordinator**

**Prof. Niraj Patel**



*Gyanmanjari Institute of Technology*  
*Sidsar Road, Bhavnagar.*

## **CONTENT**

<b>1.</b>	<b>Acknowledgement</b>	<b>3</b>
<b>2.</b>	<b>Information</b>	<b>4</b>
<b>3.</b>	<b>Webinar Poster</b>	<b>6</b>
<b>4.</b>	<b>Snaps of Webinar</b>	<b>7</b>



*Gyanmanjari Institute of Technology*  
*Sidsar Road, Bhavnagar.*

## **Acknowledgement**

We are thankful to our honorable Principal, Dr. H. M. Nimbark and Head of the Department Prof. K. B. Khiraiya and our faculties who have fulfilled the need of a webinar on interview techniques for the final year students of Gyanmanjari Institute of Technology.

We are thankful to Mr. Ashutosh Sali, Young Professional, Ministry of Labor & Employment, Model Career Centre, Thane, Maharashtra for conducting wonderful webinar on Effective CV Writing. We are also thankful to Mr. Brijrajsinh Chudasama, Model Career Centre, Bhavnagar for his kind support.



*Gyanmanjari Institute of Technology*  
*Sidsar Road, Bhavnagar.*

## **Information**

First of all Prof. Niraj Patel introduced the expert Mr. Ashutosh Sali and also gave some information about Employment exchange and model career centre. Then head of the department Prof. Krunal Khiraiya encourage the students of Gyanmanjari Institute of Technology for actively participation in the session. Then Mr. Ashutosh Sali started the webinar on Effective CV Writing.

He said that HR manager will evaluate the candidate in all aspects such as intelligence, nobility, tact, education, responsibility, vigor, interest, experience and work knowledge. He explained all this aspects with examples. He also defined the interview. He said that interview is a selection procedure designed to predict future job performance on the basis of applicant's education, knowledge, skills, attitude and abilities. He also discussed the human psychology during the interview. He also discussed how to increase confidence during the interview. Then he discussed how to build an effective CV and which points to be considered to prepare a good resume. He discussed about different CV sections as per the following.

- Header
- Contact information
- Career objective
- Work experience
- Education qualification
- Honors / Activities
- Research experience / Academic projects



***Gyanmanjari Institute of Technology***  
***Sidsar Road, Bhavnagar.***

- Certifications / Added qualification
- Personal details
- References

He also discussed do's and don'ts to prepare an effective CV. He discussed importance of communication skill during the interview. Then he also suggest some tips to increase communication skill.

At the end of webinar head of mechanical engineering department Prof. Krunal Khiraiya gave vote of thanks and appreciate students to take participation in this webinar.



*Gyanmanjari Institute of Technology*  
*Sidsar Road, Bhavnagar.*

## Webinar Poser



### Gyanmanjari Institute of Technology

## A Webinar on "Effective CV Writing"




Date: 05.07.2021 (Monday)  
Time: 03:00 pm

**Mr. Ashutosh Sali**  
Young Professional  
Ministry of Labour & Employment  
Model Career Centre- Thane, Maharashtra


in Collaboration with  
Assistant Director (Employment) Office,  
Bhavnagar, Gujarat  
(Model Career Center - Bhavnagar)  
For All Pre Final & Final Year Students

**Moderator :**  
**Prof. Niraj Patel**  
**Mo.9377637285**

Registered participants will be awarded by E-Certificate



Meeting link:  
<https://meet.google.com/agz-hgoo-rqo>

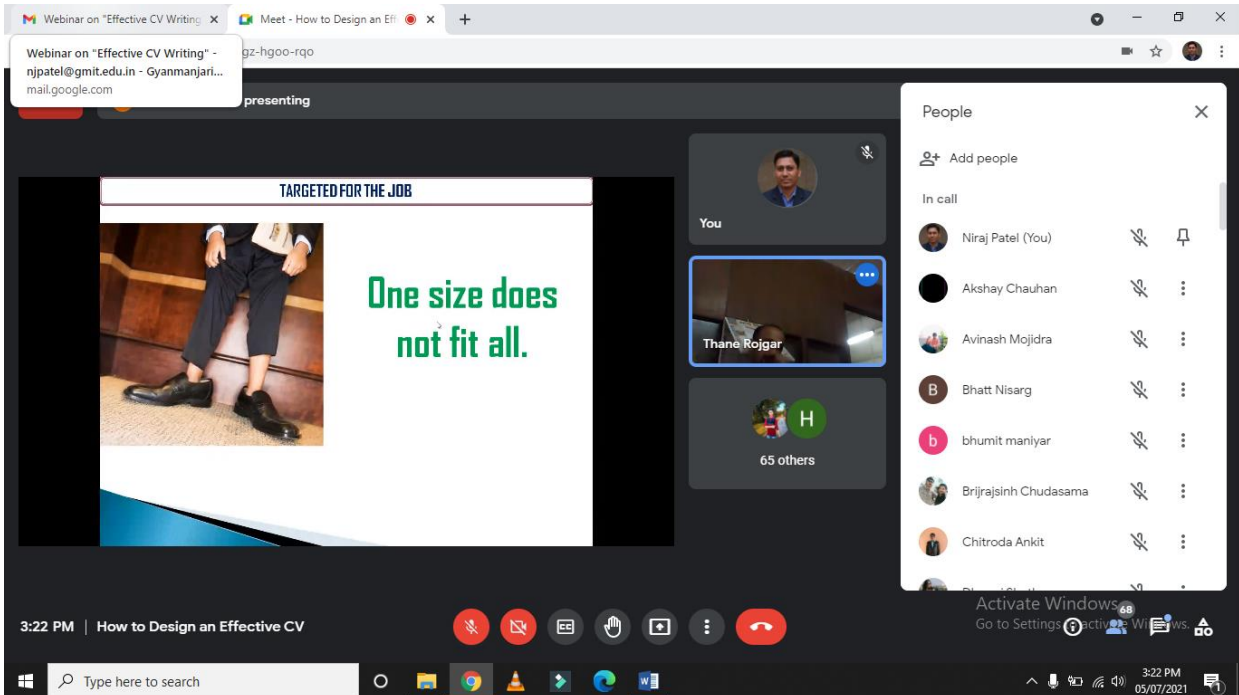
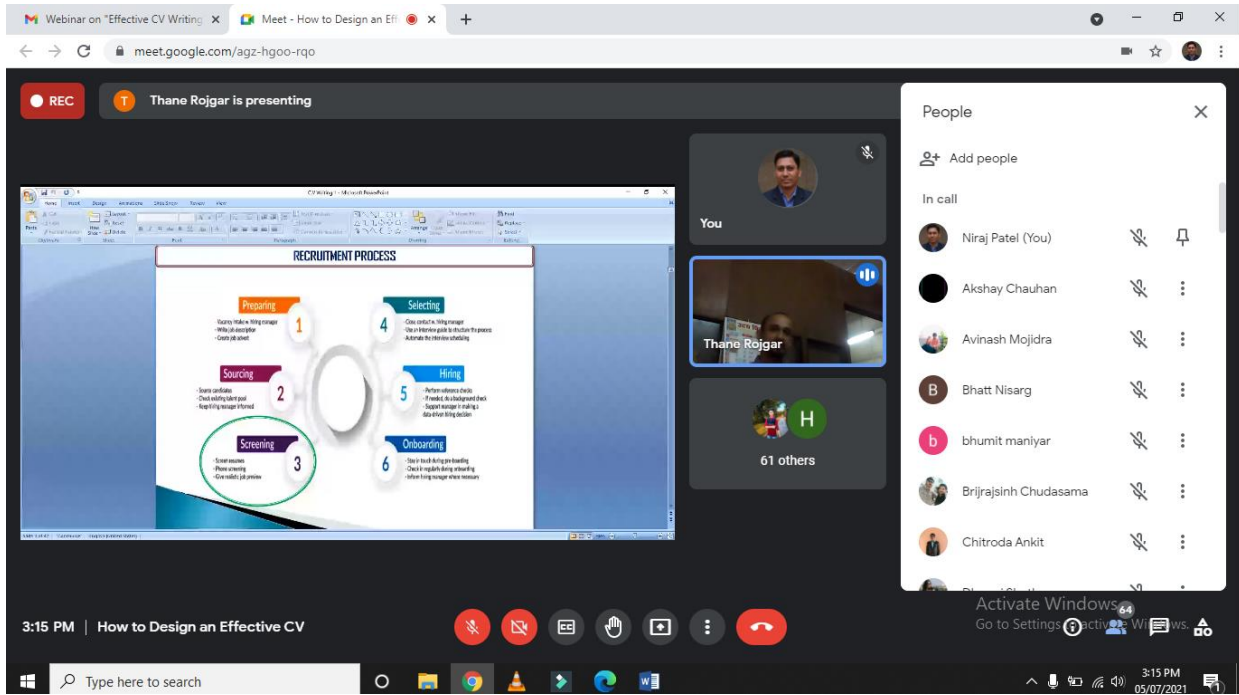


**National Career Service**  
सही अवसर, सही समय  
Right Opportunities, Right Time



Gyanmanjari Institute of Technology  
Sidsar Road, Bhavnagar.

# Snaps of Webinar





# Gyanmanjari Institute of Technology

Sidsar Road, Bhavnagar.

The screenshot shows a Google Meet interface. The main window displays a presentation slide titled "CV SECTIONS" with the following list of sections:

- Header
- Contact Information
- Career Objective / Career Highlights
- Work Experience
- Educational Qualification
- Honors / Activities
- Research Experience / Academic Projects
- Certifications / Added Qualification
- Personal Details
- References (Optional)

The slide also features a small graphic of a person climbing a mountain. The meeting controls at the bottom show the time as 3:27 PM and the title "How to Design an Effective CV". The "People" panel on the right lists participants: Thane Rojgar (Presentation), Twinkleba Gohil, UTKARSH ANDHARIA, vasava Shweta, vatsal champaneri, Yadav Akash, Yash Baraiya, and Yash Pithva. The system tray at the bottom indicates the date as 05/07/2021.

The screenshot shows a Google Meet interface. The main window displays a presentation slide titled "Career Objective" with the subtitle "Short & Sweet preferred...". The slide provides two examples:

**Example 1:**  
Seeking position as Accountant in a reputed organization

**Example 2:**  
Seeking a challenging profile in a reputed organization where I can utilize my skills & knowledge for the betterment of the organization.

The meeting controls at the bottom show the time as 3:30 PM and the title "How to Design an Effective CV". The "People" panel on the right lists participants: Thane Rojgar (Presentation), Twinkleba Gohil, UTKARSH ANDHARIA, vasava Shweta, vatsal champaneri, Yadav Akash, Yash Baraiya, and Yash Pithva. The system tray at the bottom indicates the date as 05/07/2021.





# Gyanmanjari Institute of Technology

Sidsar Road, Bhavnagar.

Webinar on "Effective CV Writing" | Meet - How to Design an Effective CV

meet.google.com/agz-hg00-rqo

**Work Experience**

QA Engineer - XYZ Pvt. Ltd., Mumbai (Jun'19 – till date)

- Maintained all the business requirements in Quality Center.
- Managed, documented and controlled all the test scenarios, test cases, and expected results in Quality Center.
- Tracked change request activities associated with software development, including enhancements, defects, and documentation modifications using Quality Center.
- Wrote QTP scripts from scratch using VB Script to automate the functional tests and utilized various checkpoints in the script.
- Involved in black box testing, functional testing, integration testing, system testing.

Presentation (Thane Rojgar)

3:33 PM | How to Design an Effective CV

In-call messages:

- mehta milan 3:29 PM: Its working
- Krunal Khiraiya 3:30 PM: student do not share screen
- Shyamsunder Maurya 3:30 PM: Sir screen Nahi dikh raha he  
Pin kiya hai
- HASTEVEE SHAH 3:32 PM: 61 other pe click kar uske bad niche scroll kar usme tane rojgar presentation aayega usko pin kar ho jaye ga
- You 3:32 PM: pint to (thane rojgar presentation) not (thane rojgar)

Windows taskbar: 3:33 PM, 05/07/2021

Webinar on "Effective CV Writing" | Meet - How to Design an Effective CV

meet.google.com/agz-hg00-rqo

**Educational Qualification** Highest → Lowest

Name of Course	College / University	Year of Passing	Percentage (%)
M.B.A (Finance)		2020	
B.Com		2017	
HSC		2014	
SSC		2012	

**OR**

Jul'18 – May'21: B.E Mechanical from Datta Meghe College of Engineering, Airoli, Navi Mumbai with a CGPA of 8.46

Mar'18: HSC from K. J. Somaiya College Of Arts And Commerce with 65%.

Presentation (Thane Rojgar)

3:38 PM | How to Design an Effective CV

In-call messages:

- mehta milan 3:29 PM: Its working
- Krunal Khiraiya 3:30 PM: student do not share screen
- Shyamsunder Maurya 3:30 PM: Sir screen Nahi dikh raha he  
Pin kiya hai
- HASTEVEE SHAH 3:32 PM: 61 other pe click kar uske bad niche scroll kar usme tane rojgar presentation aayega usko pin kar ho jaye ga
- You 3:32 PM: pint to (thane rojgar presentation) not (thane rojgar)

Windows taskbar: 3:38 PM, 05/07/2021



# Gyanmanjari Institute of Technology

Sidsar Road, Bhavnagar.

The screenshot shows a Google Meet window with a presentation slide titled "Research Experience / Academic Projects". The slide content is as follows:

**Research Experience / Academic Projects**

**Internship-MMS course**

May'09 to Jun'09 Bharat Petroleum Corporation Ltd. (BPCL)

Title: "Study of Refinery Finance (Capital Budgeting, Cash Manuals & Inventory Management)" at BPCL

Description: It aimed to

- Understand practically the concept of Capital Budgeting - The financial parameters like NPV, Pay Back Period, Profitability Index, IRR, etc.
- Study Cash Manuals
- Understand the Inventory Management System.

**Academic Project**

Title: Consumer Behavior of an Agarbatti Product

Description: It aimed to study

- Sketch the buying pattern of Agarbatti Consumer
- Identify the most preferred brand of Agarbatti.
- Determine the critical factors which influence the buying behavior of consumers.

The Meet interface includes a "People" list on the right with participants: Smit\_017, Thane Rojgar, Twinkleba Gohil, UTKARSH ANDHARIA, vasava Shweta, Yadav Akash, and Yash Baraiya. The bottom status bar shows the time as 3:41 PM and the date as 05/07/2021.

The screenshot shows a Google Meet window with a presentation slide titled "Certifications / Technical Skills". The slide content is as follows:

**Certifications / Technical Skills**

- Social media ethics online course.
- Certificate course in web programming from CCDT
- JAVA, SQL, HTML, Coral Draw

**Strengths**

- Leadership Skills
- Problem Solving Skills
- JAVA, SQL, HTML, Coral Draw

The Meet interface is identical to the previous screenshot, showing the same participants and system information. The bottom status bar now shows the time as 3:42 PM.



# Gyanmanjari Institute of Technology

Sidsar Road, Bhavnagar.

Webinar on "Effective CV Writing" | Meet - How to Design an Eff... | meet.google.com/agz-hg00-rqo

REC

### References

- One of the most crucial things
- Ask referees beforehand
- Use the best ones
- If not mentioned, then "On Request / Demand"

Presentation (Thane Rojgar)

3:44 PM | How to Design an Effective CV

People

- Add people
- Thane Rojgar
- Thane Rojgar Presentation
- Twinkleba Gohil
- UTKARSH ANDHARIA
- vasava Shweta
- vatsal champaneri
- Yadav Akash
- Yash Baralya

60 others

Activate Windows  
Go to Settings to activate Windows.

3:44 PM 05/07/2021

Webinar on "Effective CV Writing" | Meet - How to Design an Eff... | meet.google.com/agz-hg00-rqo

REC

### Personal Details

Date of Birth :  
Hobbies :  
Languages Known:  
Gender :  
Nationality :  
Address :

Presentation (Thane Rojgar)

3:44 PM | How to Design an Effective CV

People

- Add people
- Thane Rojgar
- Thane Rojgar Presentation
- Twinkleba Gohil
- UTKARSH ANDHARIA
- vasava Shweta
- vatsal champaneri
- Yadav Akash
- Yash Baralya

59 others

Activate Windows  
Go to Settings to activate Windows.

3:44 PM 05/07/2021



# Gyanmanjari Institute of Technology

Sidsar Road, Bhavnagar.

Webinar on "Effective CV Writing" | Meet - How to Design an Eff... | meet.google.com/agz-hgoo-rqo

REC

### HIDDEN POINTS IN A CV

Strengths / Key Skills

**KEY SKILLS**

Leadership skills, Team work, Problem solving, Punctuality, Organisation and planning, Communication, Handling crowd, Adaptability, Time management, Self-motivation etc.

**STRENGTH**

- Good communication skills.
- Enthusiastic and can produce results under deadline constraints.
- Endure the stress in calm and composed manner.
- Good at problem solving and excellent in maintaining interpersonal relationship.
- Result oriented and committed.

Presentation (Thane Rojgar)

3:54 PM | How to Design an Effective CV

Type here to search

Activate Windows  
Go to Settings

3:54 PM  
05/07/2021

Webinar on "Effective CV Writing" | Meet - How to Design an Eff... | meet.google.com/agz-hgoo-rqo

REC

### DO'S

- ✓ Professionalism
  - Use ease to read language
- ✓ Limited no. of pages (For Corporate CV's)
  - Get grammar & punctuation correct
- ✓ Stick to the truth
  - Proof Read
- ✓ Focus on achievements & results
  - Spell Check
- ✓ Maintain a consistent writing style
  - Update your CV regularly

Presentation (Thane Rojgar)

3:55 PM | How to Design an Effective CV

Type here to search

Activate Windows  
Go to Settings

3:55 PM  
05/07/2021



# Gyanmanjari Institute of Technology

Sidsar Road, Bhavnagar.

The screenshot shows a Google Meet window with a presentation slide titled "DON'T'S". The slide lists several common mistakes in CV writing:

- ❖ Don't write "Curriculum Vitae" at the top.
- ❖ Don't send your CV as Word Doc, send it as PDF
- ❖ Don't send your CV electronically with a file name as "My CV.Pdf" .
- ❖ Don't use email like coolguyrishab@... / lovelyakshara@...
- ❖ Too much, too little information
- ❖ Irrelevant details & poor presentation
- ❖ Don't print on both sides of the paper
- ❖ Don't Fold...

The slide also features a cartoon illustration of a person sitting on a bench, looking at a CV. The Meet interface shows a "People" list on the right with participants like Thane Rojgar, Twinkleba Gohil, and UTKARSH ANDHARIA. The bottom of the screen shows the Windows taskbar with the time 3:56 PM on 05/07/2021.

The screenshot shows a Google Meet window with a presentation slide titled "Functional CV Format". The slide is divided into two sections:

- ACADEMIC**
  - ❖ Used for academic applications (graduate student application, scholarship application)
  - ❖ Usually more detailed
  - ❖ Mainly focuses on academic achievements, relevant projects & courses mentioned
- CORPORATE**
  - ❖ Used for getting job
  - ❖ Usually more detailed
  - ❖ Mainly focuses on work experience & relevant academic affiliations

The Meet interface shows a "People" list on the right with participants like Thane Rojgar, Twinkleba Gohil, and UTKARSH ANDHARIA. The bottom of the screen shows the Windows taskbar with the time 3:59 PM on 05/07/2021.