



# SRI GURU NANAK DEV KHALSA COLLEGE

Dev Nagar, Delhi - 110085

## Post-Event Report

<b>Event</b>	Online Session in session on “Resume Building”
<b>Topic</b>	Resume Building— Communicating your Achievements and Credentials
<b>Organizer</b>	Mentoring Committee in collaboration with Placement Cell
<b>Date</b>	February 4, 2022
<b>Time</b>	3:00 pm
<b>Duration</b>	1 hour
<b>Place/Platform</b>	Google Meet
<b>Number of Participants</b>	46
<b>Guest Speaker/Trainer</b>	Mr. Royston Botelho
<b>Welcome Speech</b>	Ms. Nidhi Verma
<b>Introduction to the Speaker</b>	Ms. Nidhi Verma
<b>Activities</b>	Talk on Resume Building for students to be delivered by the mentors in the mentoring session under the ‘Mentoring the Mentor Programme’, an IQAC initiative
<b>Main Ideas</b>	The session was conducted keeping in view the career requirements of the students. The speaker had over 10 years of experience of the job market and delivered an enriching session. He emphasized on the need to update their knowledge through appropriate courses and internships and had also talked about the layout of the CV. He shared some samples to be shared with students in the following sessions
<b>Vote of thanks</b>	Dr. Shobhika Mukul
<b>Feedback (Share the link of the Google Form &amp; attach the Excel File generated therein)</b>	<a href="https://forms.gle/RERAfibCAAZJ6RCn6">https://forms.gle/RERAfibCAAZJ6RCn6</a> <a href="https://docs.google.com/spreadsheets/d/1S20CS-7s5BTsYpwivcXbt7xVYmPXApBKhLNGpXO04NE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1S20CS-7s5BTsYpwivcXbt7xVYmPXApBKhLNGpXO04NE/edit?usp=sharing</a>
<b>Attendance Sheet (Attach Photocopy)</b>	<a href="https://docs.google.com/spreadsheets/d/1S20CS-7s5BTsYpwivcXbt7xVYmPXApBKhLNGpXO04NE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1S20CS-7s5BTsYpwivcXbt7xVYmPXApBKhLNGpXO04NE/edit?usp=sharing</a>
<b>Poster (Attach below)</b>	



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UNIVERSITY OF DELHI

**MENTORING THE MENTOR PROGRAMME**  
(An IQAC Initiative)  
In Collaboration With  
**Placement Cell**  
PRESENTS

**RESUME BUILDING - COMMUNICATING YOUR  
ACHIEVEMENTS AND CREDENTIALS**

A session with  
**Mr. Royston Botelho**  
India Head of CALYXPOD  
Talent Solutions Pvt. Ltd.

**4TH FEBRUARY 2022**  
**3 PM ONWARDS**  
[HTTPS://MEET.GOOGLE.COM/FKQ-QJOO-CMN](https://meet.google.com/fkq-qjoo-cmn)

Team IQAC  
Team MMP

Prof. Gurmohinder Singh  
Oftg. Principal

## Pictures (Attach Five Photos)

Royston Botelho is presenting

**Do's**

- Make it legible for the HR. If the resume is not legible, it will be placed in the archive folder.
- Highlight what you want the Recruiter to see in the first place. It could be your Degree, Your rank, Academic Scores, Achievements etc.
- Bold the Section Headers. It helps the recruiter find details quickly.
  - Example : Objectives, Academic Qualification, Experience, Projects/Internships, Achievements,
- Grammar and Spell check should not be ignored. Sift through carefully and thoroughly
- Recommended fonts are Arial, Cambria, New Times Roman and Sans. Choose the fonts correctly. It can be a single font or a mix of the above. Consistency shall be your trump card.

Jasmine kaur, Nikita Jalan, divyagupta a, Sonam Monga, Bhagwant Kaur, NIDHIVERMA A, Royston Botelho, 38 others, You



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Royston Botelho is presenting

Questions?

3:37 PM | fkq-qjoo-cmn

3:39 PM | fkq-qjoo-cmn

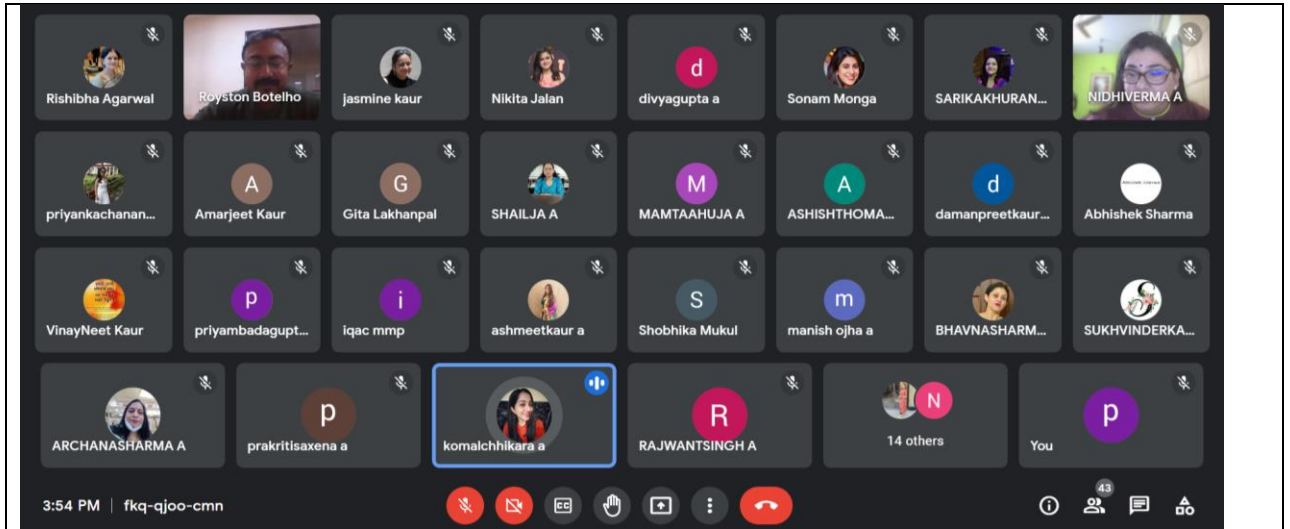
3:49 PM | fkq-qjoo-cmn

The image displays three sequential screenshots of a Zoom meeting interface. The top screenshot shows a presentation slide titled "Questions?" with a "Royston Botelho" video thumbnail in the bottom right of the grid. The middle screenshot shows a full grid of 24 participants, with "Shobhika Mukul" highlighted in the center. The bottom screenshot shows a similar grid, with "Royston Botelho" highlighted in the top left and "SIRJAN PAUL SINGH A" in the bottom right. All screenshots include a bottom toolbar with icons for mute, video, chat, and other meeting controls.



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Attach Photocopy of two Certificates: N/A

Signature

*V. N. Kaur*

Name: Dr Vinay Neet Kaur

(Convenor)