

# **Maharaja Surajmal Institute of Technology, New Delhi-110058**

## **Department of Information Technology**

### **Webinar Report**

<b>Topic Name</b>	CV Writing
<b>Type of Activity Seminar/Webinar/Workshop</b>	Webinar
<b>Name of the Expert</b>	Mr. Amit Podder
<b>Mode, Date and Time</b>	Online, 25th Oct. 2024, 10 AM–11 PM
<b>Target Audience</b>	IT 7th Semester
<b>Organized by</b>	Mr Parveen Kumar, Ms. Meena Siwach
<b>Attended Participants</b>	100/122 (82%)

The webinar on “Resume Writing” was designed to help attendees understand the fundamentals of creating a compelling resume. In today's competitive job market, an effective resume is crucial for standing out among other applicants. The session covered key aspects of resume building, provided practical tips, and included interactive Q&A segments. The Resume Writing webinar, organized by **Mr. Parveen Kumar & Ms. Meena Siwach** (Assistant Professors, IT Department) and led by **Mr. Amit Podder, Senior Regional Head T.I.M.E**, aimed to help participants understand the importance of tailoring resumes for specific job applications.

#### **The primary objectives of the webinar were:**

- To provide insights on structuring and organizing a resume.
- To help participants understand the importance of tailoring resumes for specific job applications.
- To highlight common mistakes in resume writing and how to avoid them.


#### **Key Topics Covered**

- Importance of a Well-Written Resume
- Types of Resumes
- Structuring the Resume
- Writing an Impactful Summary
- Highlighting Work Experience
- Showcasing Skills and Education
- Formatting and Design Tips
- Common Mistakes and How to Avoid Them

DEPT OF IT, MSIT PRESENTS

# WEBINAR ON CV WRITING

Ready to elevate your CV? Join us for insider tips!



**Introducing Your Expert:  
Mr. Amit Poddar**

- Graduate - Sri Venkateswara College
- MBA - Indian Institute of Planning and Management
- 2 years with Primus Telecom
- 3.5 years leading Bull's Eye in Academics & Marketing
- Senior Regional Head at T.I.M.E. since 2006—16+ years of experience

**OCTOBER 25  
10:00 AM - 11:00 AM**

**MR. AMIT PODDAR**

**VENUE - ONLINE**

**ORGANIZED BY - Mr. Parveen Kumar & Ms. Meena Siwach  
(Assistant Professor, MSIT)  
UNDER THE GUIDANCE OF  
Prof. Prabhjot Kaur (HoD, IT DEPT.)**

Amit Poddar T.I.M.E. Delhi (Presenting)

*line of questioning* → **What is a résumé?**

- It is a selling tool to sell your candidature
- Opportunity to present oneself in the best possible light (like a trailer or teaser)
- Outlines your skills and experience
- Believe in your **SUPERPOWER** (impression matters in meetings)
- **UNIQUENESS** is the key

*counter questions*

A lot of people are here. The people list shows them all. View all on.

10:23 AM | czc-skmmw-rgk

Participants expressed positive feedback, appreciating the practical tips and clear examples shared by the speaker. Many found the session insightful and valuable, particularly in understanding how to make their resumes stand out in competitive hiring processes.

Overall, the webinar on effective resume writing equipped participants with essential skills to craft resumes that effectively communicate their qualifications, enhancing their chances of

landing their desired roles. Attendees were reminded of the importance of continuous improvement, customizing resumes for each job application, and regularly updating their resumes as they gain new skills and experiences.

We extend our gratitude to the team of T.I.M.E. and HoD of IT Department, Prof. Prabhjot Kaur for organizing such an insightful and valuable webinar.

**Mr. Parveen Kumar**  
Proctor, IT-2 (7<sup>th</sup> Sem)

**Ms. Meena Siwach**  
Proctor, IT-1 (7<sup>th</sup> Sem)

**Prof. Prabhjot Kaur**  
HOD, IT Department