



JNAN VIKAS MANDAL'S
Mohanlal Raichand Mehta College of Commerce
Diwali Maa Degree College of Science
Amritlal Raichand Mehta Degree College of Arts
Padmashree (Dr.) R.T. Doshi Degree College of Computer Science
Plot no.9, Sector -19, Airoli, Navi Mumbai

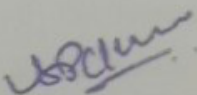
Notice of the Meeting

Date: 7th February, 2023


All the faculty members of Department of Commerce are hereby informed that meeting will be held on 8th February, 2023 with Principal Dr. Leena Sarkar to discuss about the Workshop on Resume Writing planned for the second half 2023 at 11.00 a.m. at Principal office.

Meeting Agenda: -

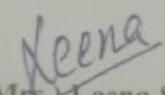
1. Finalizing the date of the workshop
2. Finalizing speaker of the workshop
3. Preparation of Flyer.
4. Mode of the workshop


Asst. Prof. Ujwala Pawar

HOD of Commerce Dept.


Dr. B.R. Deshpande

Vice principal


Dr. (Mrs.) Leena Sarkar

Principal

PRINCIPAL
JNAN VIKAS MANDAL'S
M.R. MEHTA COLLEGE OF COMMERCE
D.M. COLLEGE OF SCIENCE
A.R. MEHTA COLLEGE OF ARTS
Dr. R.T. DOSHI COLLEGE OF COMPUTER SCIENCE
Plot No.9, SEC.- 19, AIROLI,
NAVI MUMBAI-400 708





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Minutes of the meeting

9th February, 2023

For planning Workshop on Resume Writing a meeting was held with Principal Madam on 8th February, 2023 at 11.00 a.m. at Principal office. The meeting was presided by Principal Dr. Leena Sarkar. In the meeting following points were discussed and decisions were taken:

Finalizing Date of Workshop: It was discussed among the member that the Competition shall be organized on 17th February, 2023.

Duration: It was decided that the duration of the workshop will be for 1 Hr from 9.15 am to 10:15 am.

Platform: The workshop will be conducted in Seminar Hall.

As there was no matter to discuss further, meeting ended with vote of thanks

1. Dr. Leena Sarkar (Principal) *Leena*
2. Dr. B.R Deshpande (Vice Principal) *B.R Deshpande*
3. Ujwala Pawar *Ujwala Pawar*
4. Kavita Manoj *Kavita Manoj*
5. Prema Bardhan *Prema Bardhan*
6. N.K Patil *N.K Patil*
7. Dr. Surekha Verma *Surekha Verma*
8. Dr. Kanika Pahwa *Kanika Pahwa*
9. Swati Choudhari *Swati Choudhari*
10. Shubhangi Deotale *Shubhangi Deotale*
11. Manohar Dhotre *Manohar Dhotre*
12. Shradha Mhatre *Shradha Mhatre*
13. Vandana Benke *Vandana Benke*
14. Sukhadg Kotak *Sukhadg Kotak*





JNAN VIKAS MANDAL'S DEGREE COLLEGE

NAAC RE-ACCREDITED 'A' GRADE (CGPA 3.33)

Plot No. 9, Sector-19, Airoli Navi Mumbai

Name of the Event :- Workshop on Resume Writing

Date :- Friday, 17th February, 2023

Objectives :- To assist all students in learning to produce an excellent resume

Resource Person of the workshop: - Dr. Surekha Verma (8097747192)

Total Students attended the workshop: - 43

Venue :- Seminar Hall

Flyer of the Event: -

JNAN VIKAS MANDAL'S MEHTA DEGREE COLLEGE
NAAC RE-ACCREDITED 'A' GRADE (CGPA 3.33)
Plot No. 9, Sector-19, Airoli Navi Mumbai

Department of Commerce
organizes
"Workshop on Resume Writing"

Date and Day : Friday, 17th February, 2023
Time : 9.50 am
Venue : Seminar Hall

DR. Surekha Verma
Resource Person

Asst. Prof. Swati Choudhari
Organizer

DR. B.R. Deshpande
Vice - Principal

DR. (Mrs.) Leena Sarkar
Principal

Notice: [WhatsAppl]: -

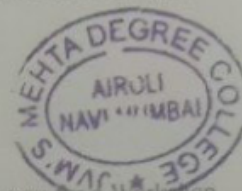
Dear All,

🙏 Greetings of the Day!!! 🙏

In today's employment market, an impressive Resume is a top most priority sought by potential employers. An employer wants to meet you – on paper – before investing precious time in an interview. The way you present your Resume to that employer can and will make all the difference. The Resume needs to be effective enough to get you selected for an interview call.

To assist all students in learning to produce an excellent resume.

Jnan Vikas Mandal's Degree College Department of Commerce invites you for a Workshop on "Resume Writing."



👤 Resource Person 👤:

Dr. Surekha Verma

📅 Webinar Details:

📅 Date: - Friday, 17th February, 2022

🕒 Time: - 9.50 a.m. onwards

📍 Venue:- Seminar Hall

👤 Organizer 👤:

Asst. Prof. Swati Choudhari

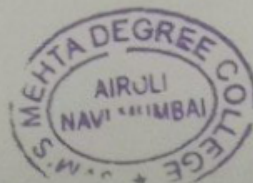
👤 Vice -Principal 👤:

Dr. B.R. Deshpande

👤 Vice -Principal 👤:

Dr. Leena Sarkar

Photos of the workshop: -





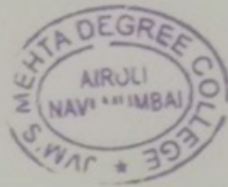


List of the students attended the workshop :-

Sr. No.	Name of the Student	Roll No	Division	Contact No.	Email ID
1	Rohit Shamser Gupta	5066	A	9323481714	rohitgupta932348@gmail.com
2	Vishwas lalit kumar shukla	5286	B	7400338560	vishwasshukla30@gmail.com
3	Shrikrishna sonaji mundhe	5219	B	7030244781	shrikrishna150284@gmail.com
4	Kailas Anant padavekar	5227	B	9326727296	kailaspadvekar691@gmail.com
5	Abhishek Ramakant Khandare	5445	C	8692062638	abhishekkhandare621@gmail.com
6	Yash Jayendra Arvamane	5404	C	9930541813	yasharyamane@gmail.com
7	Chaitanya Ravindra Shilkar	5281	B	9820673999	shilkarchaitanya@gmail.com
8	Anup Patil	5237	B		
9	Kishan vinod saroj	5272	B	9136246459	sarojkishan387@gmail.com
10	Saurabh Jaiswar	5085	A	7208785630	saurabh2468x@gmail.com
11	Manish Yadav	5609	D		
12	Purohit Monil Bhupendra	5253	B	8591060065	mbpurohit205@gmail.com
13	Karan Khoptakar	5103	A	7738749507	khopatkarkaran@gmail.com
14	Mukesh Mohanlal Jalora	5435	C	9833510421	mjalora74@gmail.com
15	Suraj Kannojiya	5635	D	9004732389	surajgaming9004732389@gmail.com
16	GUPTA SHANI RAMHIT	5068	A	9022609309	shanirgupta@gmail.com
17	Rohit pannelal gupta	5645	D	8070400749	rohitgupta64789@gmail.com
18	Daulat ravindra jaiswal	5078	A	7977898147	daulatjaiswal9@gmail.com
19	Doke Darshan Digambar	5415	C	9326433858	darshandoke15@gmail.com
20	Nikita Vishwakarma	5316	D	8433758202	nikitavishwakrama449@gmail.com
21	Yadav Pratibha Omprakash	5613	D	8070783222	P0005036@gmail.com
22	Pooja Yadav	5487	C	9987584791	rkpooja0403@gmail.com
23	Pinky achhelal gupta	5428	C	8433514833	pinkygupta9585@gmail.com
24	Rathod Anjali Shankar	5263	B	7304667166	anjalisrathod2702@gmail.com
25	More Ankita raghunath	5213	B	9321867812	moreankita3110@gmail.com
26	Bhavika Madhavi	5114	A	9326124377	bhavikamadhavi1027@gmail.com
27	Sandeep Kaur kahlon	5090	A	8425839178	kahlonsandeepkaur517@gmail.com
28	KHATIK EKRA AUNODDIN	5102	A	7208785644	taufik400708@gmail.com
29	Tanaj Shaikh	5278	B	8657281697	tanajshaikh120@gmail.com
30	Neetu Rajendra pandey	5089	A	9136747797	npandey4270@gmail.com
31	Nishu Kannojiya	5653	D	7678048839	nishakanoujiya83@gmail.com
32	PRIYA TEJBAHADUR JAISWAR	5267	B	7738407149	priya773840@gmail.com
33	Aarti rajdev khairwar	5098	A	9867067680	khairwaraarti6@gmail.com
34	Gupta Prachi Devendra	5064	A	9987445087	guptaprachi6271@gmail.com
35	Sanjana Saroj	5650	D		
36	Ashlesha Sharad kumrotkar	5110	A	9271106402	ashleshaskumrotkar@gmail.com
37	Pooja Indrajeet Gupta	5063	A	9321211891	poojag9321@gmail.com
38	Gupta sonam suryabhan	5069	A	9619109295	sonam506@gmail.com



39	Priti Yadav	5622	D	9324572389	pritiyadav9797@gmail.com
40	Dhotre Yogita Rajendra	5039	A	87799 06958	dhotreyogita24@gmail.com
41	Vandana Yadav	5287	B	7400113824	vandanayadav0306@gmail.com
42	Shruti Bhushan Soparkar.	5480	C	8108610239	shrutisoparkar878@gmail.com
43	Roshani Choursiya	5495	C	8104257673	roshanichoursiya@gmail.com





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
Activity Report of workshop on resume writing:-

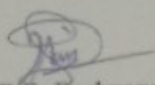
A workshop on resume writing was organized on 17th February, 2023 at 9:50 am in seminar hall of J.V.M.'s Mehta Degree College. It was informed that Asst. Prof. Swati Choudhari will be the Organiser of the event. The work has been done as follows:

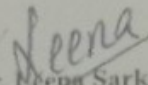
- Flyer designing
- Creation of What's App Message
- Coordinating With Expert
- Creation of Feedback form
- Coordinating the Event
- Reporting of Event

The session commenced with the Inaugural Session. Activity In charge Asst. Prof. Swati Choudhari Introduced the Session Expert in brief.

Dr. Surekha Verma who was the resource person for the session discussed the various types of resumes circulating in the market and guided the students to take steps for drafting the winning resume. After concluding the session, the participants asked to prepare their own resume and experts helped them to draft it. Feedback link Shared with the Participant at the end. Overall, the session was knowledgeable & interesting.


Asst. Prof. Swati Choudhari
Organiser of the event


Dr. B.R. Deshpande
HOD of the Dept.


Dr. Seena Sarkar
Principal

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