



Uka Tarsadia University
The Center of Humanities & Development
Workshop on “Resume and Interview Skills”



The Center of Humanities and Development had organized a workshop on Resume and Interview Skills in collaboration with the Department of Chemistry on 18th December 2018 for the final year students at Manjula Auditorium. The session started at 9:30 am with the floral welcome of Dr. Rozy Patel and Ms Rachna Somaya.

The following are the details for the session.

Sr. No.	Topic	Speaker
1.	Importance of resume in interviews	Dr. Rozy Patel
2.	Difference between Resume and Curriculum Vitae (CV)	Ms Rachna Somaya
3.	Resume Format	Dr. Rozy Patel and Ms Rachna Somaya
4.	Resume Editing	Dr. Rozy Patel, Dr. Ajit Joshi, Parth Naik, Ms Nisha Odedara, Ms Rachna Somaya, Ms Nidhi Mehta, Mr. Zaki Shekh, Dr. Sutapa Mondal Roy
4.	Interview Skills	Ms Rachna Somaya
5.	Mock Interview	Panel Members: Dr. Ajit Joshi, Anand Patel, Parth Naik, Bhavin Patel, Rachna Somaya, Nidhi Mehta, Chintan Patel, Rajamouli Badoulla, Harishchandra Jirmali
6.	Learnings from the mock interview	Dr. Rozy Patel
7.	Q&A session	Ms Rachna Somaya

Take-aways from the session: Pre-interview preparation, post-interview preparation, resume format, dressing for interview, body movements and postures for interview, do's and do not's of grooming, pointers for continuous upgradation of resume,

simulation of real life situations, being a good listener and truthful, greetings, sitting postures for interviews, tackling questions and lastly overall cheerfulness and tact.

Glimpses of the day

M.Sc. (OC) Sem-4
Div - B

Attendance Sheet

Department of Chemistry, UKA Tarsadia University

Date: 28/12/18

Date:				Time:			
En. No.	Signature	En. No.	Signature	En. No.	Signature	En. No.	Signature
1		136	Dharmendra D	171	D.H. Patel	106	
2		37		172	P. Patel	107	
3		138	B. Patel	173	B. Patel	108	
4		39		174		109	
5		40		175		110	
6		141	M. Patel	176	K.A. Patel	111	
7		42		77		112	
8		43		78		113	
9		44		179	N. Patel	114	
110	P. Patel	145	P. Patel	80		115	
111	B.M. Ahir	146	P. Patel	181	P. Patel	116	
112	P.V. Mishra	147	P. Patel	182		117	
113		148	P. Patel	183		118	
114		149	A.B. Patel	184		119	
115		50	D. Patel	85		120	
116		151		86		121	
117		152		187	V.V. Patel	122	
118		153		188	D.R. Patel	123	
119	P. Patel	154		189		124	
120		155		90		125	
121		156		91		126	
122		157		92		127	
123		158		93		128	
124		59		194		129	
125		160		95		130	
126		161		96		131	
127		162		97		132	
128	T.N. Vazemi	163	A.B. Bhemushah	98		133	
129	A. Patel	164	P. Patel	99		134	
130		165	T.J. Ahir	100		135	
131	S.D. Mishra	166	M.A.B.	101		136	
132	P. Patel	167	P. Patel	102		137	
133		168		103		138	
134	A.P. Mishra	69		104		139	
135	P.B. Patel	70		105		140	

Faculty: _____ Topic: _____

Attendance Sheet

Department of Chemistry, UKA Tarsadia University

Date: _____

Date:				Time:			
En. No.	Signature	En. No.	Signature	En. No.	Signature	En. No.	Signature
1		36	A.G. Patel	71		106	
2		37		72		107	
3		38		73		108	
4		39		74		109	
5		40		75		110	
6		41		76		111	
7		42		77		112	
8		43		78		113	
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19		54		89		124	
20		55		90		125	
21		56		91		126	
22		57		92		127	
23		58		93		128	
24		59		94		129	
25		60		95		130	
26		61		96		131	
27		62		97		132	
28		63		98		133	
29		64		99		134	
30		65		100		135	
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34		69		104		139	
35		70		105		140	

Faculty: _____ Topic: _____









