

ACTIVITY REPORT FORMAT

- 1. Name of the Organising Department/Cell/Committee:** Department of M.Com
- 2. Name of the Event Conducted:** Guest Lecture
- 3. Name of the Collaborating Organisation/Cell/Department/Committee (if any):** NA
- 4. Mode:** Offline
- 5. Date of the Event:** 12th March, 2024
- 6. Time:** 9.30 AM
- 7. Place/ Venue/ (Platform - in Case of Online Programme):** K.C Das Commerce College
- 8. Objectives of the Event (Please describe point-wise):** Develop the skills to create a compelling professional Resume that highlights strengths and achievements.
- 9. Name of Resource person(s) with their Position and Organisation Name (if any):**
Mr. Sandeep Jain
Placement Officer
K.C Das Commerce College
- 10. Title of the Topic(s) delivered by the Resource person(s) (if applicable):**
The Art of Resume Building
- 11. Total No. of Participants:**
 - a. Students: 76
 - b. Teachers: 04
 - c. Others (Please Specify): NA
- 12. Total No. of Beneficiaries (in case of extension activities):** NA
- 13. Outcome of the Event (Please describe within 200 words):** Developing skills to create a compelling professional resume enables individuals to effectively showcase their strengths and achievements. Students learn to identify key experiences and skills that align with job requirements, crafting targeted content that captures the attention of employers. Understanding formatting, language, and structure enhances readability and impact, ensuring their resumes

stand out. This skill also includes the ability to tailor resumes for specific positions, highlighting relevant accomplishments and quantifiable results. Ultimately, mastering resume creation empowers individuals to present themselves confidently in the job market, increasing their chances of securing interviews and advancing their careers.

Signature of the Head of the Department/ Secretary/ In-Charge/ Coordinator/ Convenor/ etc. with Seal

Note:

Please enclose the following documents with the report:

- 1. Photographs of the Event with Banner (Maximum 4 copies, at least 1 Geo-tagged Photo)***
- 2. Attendance Record of the Participants with their Signature.***

**Both the Softcopy and Hardcopy of the reports are to be submitted to the IQAC.
Softcopy is to be sent to IQAC email: kedcc.iqac2020@gmail.com**

