



**Sardar Vallabhbhai Patel Institute Of Technology**

MCA Program

## MCA Department

*A report of Expert Talk on*  
***"Resume Building & Etiquettes and Manners"***  
***held on 21/09/2024***



**Sardar Vallabhbhai Patel Institute of  
Technology, Vasad**

***MCA Department***



**AN EXPERT TALK**

**On**

***Resume Building &  
Etiquettes and Manners***



**DATE**

**21st September 2024**

**TIME**

**10:00 AM**



**DR. ARUNKUMAR ADHIKARI**  
ASSOCIATE PROFESSOR,  
SVIT VASAD



## An Expert Talk on “Resume Building & Etiquettes and Manners”

MCA Department of SVIT had organized an expert talk on “Resume Building & Etiquettes and Manners” on 21<sup>st</sup> September, 2024. The session was conducted by Dr. Arunkumar Adhikari, Associate Professor, SVIT.

In today's competitive job market, a well-crafted resume is essential for job seekers. It serves as the first impression to potential employers, highlighting qualifications, skills, and experiences. However, beyond a strong resume, understanding professional etiquette and manners is equally important during the job application process. To fulfill this objective, MCA Department had arranged an expert talk for First Year MCA and Last Year of DVoc Students.

Dr. Arunkumar Adhikari had discussed below modules during his expert session

- **Resume Structure:** Participants learned about essential components, including contact information, objective statements, education, experience, skills, and certifications.
- **Formatting Best Practices:** Emphasis was placed on clarity, font choice, layout consistency, and the importance of tailoring resumes for specific job applications.
- **Resume Review:** Participants were paired to review and provide feedback on each other's resumes, fostering peer learning.
- **Professional Communication:** Guidelines for crafting professional emails, including structure, tone, and etiquette.
- **Interview Etiquette:** Discussed the importance of punctuality, appropriate attire, and positive body language during interviews.

The workshop successfully equipped participants with essential skills in resume building and professional etiquette.







Attendees

Sardar Vallabhbhai Patel Institute of Technology, Vasad  
MCA Department

An Expert Talk on  
"RESUME BUILDING & ETIQUETTES AND MANNERS"

Resource Person: Dr. Arunkumar Adhikari

Date: 21/09/2024

Attendance sheet

Sr. No.	Enrollment No.	Student's Name	Signature
1.	19	Ayushi H. Darji	Ayushi
2.	47	Milun B. Parmar	Milun
3.	21	Prajapati Chaitan K.	C.K. Prajapati
4.	48	Namboodiri Sruti Shirpandhi	Sruti
5.	56	Roshni Sunilbhai Sheikh	Roshni
6.	62	Duve Vusal A.	Vusal
7.	48	Mistry Aakash V.	Ay
8.	56	Jaykumar Kundashbhai Patel	Jaykumar
9.	66	Harshil B. Bhati	Harshil
10.	423	Patel Konkai N.	K.N. Patel
11.	34	Prajapati Anjali P.	Anjali
12.	40	Patel Jemulben Bhavinakumar	Jemulben
13.	11	Prajapati Divya Dharmandra	Divya
14.	50	Leikhad Khushbu Kiritbhai	Khushbu
15.	40	Patel Ishita Dipeshbhai	I.D. Patel
16.	33	Patel Ishita Dipeshbhai	I.D. Patel
17.	18	Chauhan Durshana Kavitsinh	Durshana
18.	17	Danii Jatin Chetankumar	Jatin
19.	37	Pawar Manthan	Manthan
20.	36	Baishi Nikunj Navin	Baishi
21.	35	Prajapati Meet Narendrabhai	Meet
22.	14	Panchal Yush	Yush
23.	46	Thakker Shradha	Shradha
24.	44	Taufikkhan M. Pathan	M. Pathan
25.	45	Ankit Awesthba Patel	Ankit
26.	68	Bhavasr Rubha Basneshbhai	Rubha
27.	57	Dipanshu V. Parekh	Dipanshu
28.	60	Saurin Parmar	Saurin
29.	31	Bhavik Parag	Bhavik
30.	16	Rushabh G. Mehta	Rushabh

31	21	Jhivam Pingle	Jhivam
32	24MCG010	Nisarg S. Bhai	Nisarg