



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 21st 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.







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. Daurji	Ayushi
2.	47	Milun A. Parmar	Milun
3.	21	Brijakuti Chhetan K.	C.K. Brijakuti
4.	48	Nambroodi Sruti Shirsand	Sruti
5.	55	Rashni Sunilbhai Shesh	Rashni
6.	62	DuVe Vusseal A.	Vusseal
7.	48	Mistry Akash .V.	Akash
8.	56	Jaykumar Kunderbhai Patel	Jaykumar
9.	66	Harshil B Baheti	Harshil
10.	423	patel Kompa N.	K.N. Patel
11.	34	Brijakuti Anjali P.	Anjali
12.	40	Patel Janyiben Bhennatkumar	Janyiben
13.	11	Brijakuti Divya Dharmendra	Divya
14.	50	Leikard Khushbu Kirilbhai	Khushbu
15.	42	Patel Ishu Dipeshbhai	I.D. Patel
16.	33	Patel Ishita Dipeshbhai	I.D. Patel
17.	18	Chauhan Daashama Kiritsinh	Daashama
18.	17	Darji Jatin Chetankumar	Jatin
19.	37	Pawar Manthan	Manthan
20.	35	Baaiya Nikunj Navinbhai	Nikunj
21.	35	Boripati Meet Narendrabhai	Meet
22.	14	Panchal Yash	Panchal
23.	46	Bhennadkar Anurag	Anurag
24.	44	Taufikkhan M. Pathan	Taufikkhan
25.	45	Ankit Anandbhai Talpade	Ankit
26.	68	Bhavsar Rutra Basantbhai	Rutra
27.	57	Dipanshu V. Parekh	Dipanshu
28.	60	Saurin Parmar	Saurin
29.	31	Bhavik Pangar	Bhavik
30.	16	Rushabh G. Mehda	Rushabh

31	22	Jhavan Pible	Jhavan
32	24MCG010	Nisarg S. Bhai	Nisarg