



**Bhatati Vidyapeeth  
(Deemed to be ) University, Pune**

**Abhijit Kadam Institute Of Management and Social Science  
Solapur**

**REPORT**

**ONLINE SESSION FOR MBA/MCA**

**“Effective Resume Creation”**

**Date : 28<sup>th</sup> Aug 2023 Time: 2:30 pm to 4:00 pm.**

**Venue: 2<sup>nd</sup> Floor Computer lab (New building)**

**By:**

**Mr. Vishal Kesare**

**(Sr. Manager Quality Specialist- Windchill)  
Sedin Technologies, Pvt Ltd. Pune**

Link : [https://teams.microsoft.com/l/meetup-join/19%3aWs\\_Om6HvNkV9Asi2y9whdOWNwfl29thiX9qYzzARf8s1%40thread.tacv2/1693197600041?context=%7b%22Tid%22%3a%22bbc2175e-52d1-4ed6-bc3a-3ac479f5839d%22%2c%22Oid%22%3a%22209de816-43a4-4026-8866-6049a1d7d0ee%22%7d](https://teams.microsoft.com/l/meetup-join/19%3aWs_Om6HvNkV9Asi2y9whdOWNwfl29thiX9qYzzARf8s1%40thread.tacv2/1693197600041?context=%7b%22Tid%22%3a%22bbc2175e-52d1-4ed6-bc3a-3ac479f5839d%22%2c%22Oid%22%3a%22209de816-43a4-4026-8866-6049a1d7d0ee%22%7d)



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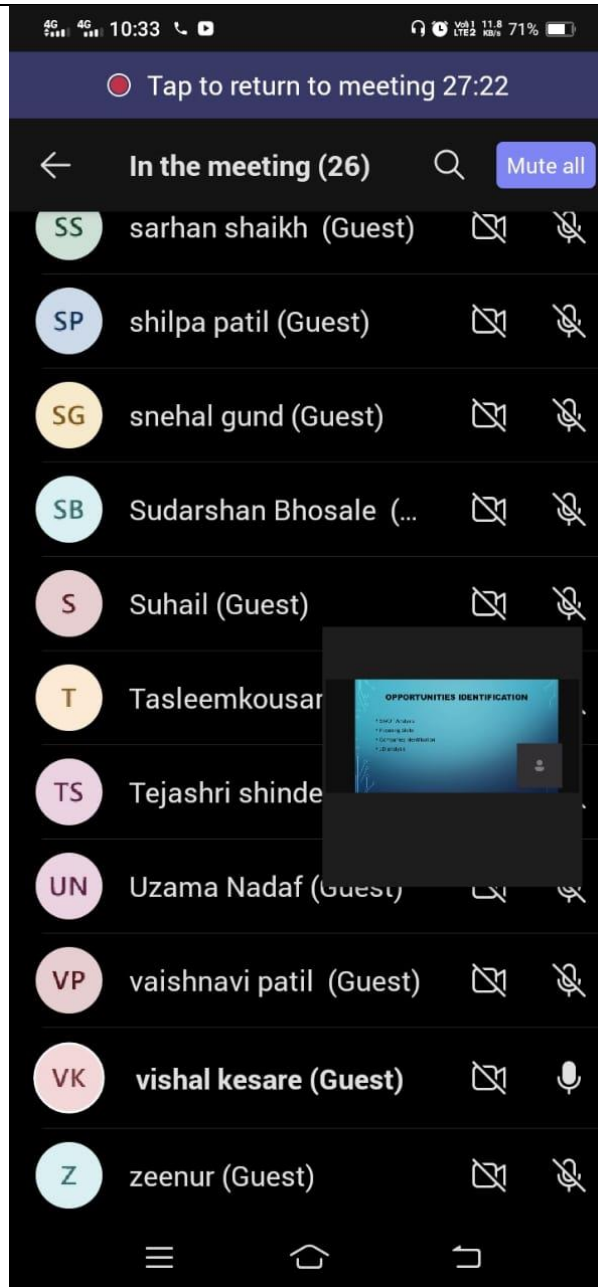
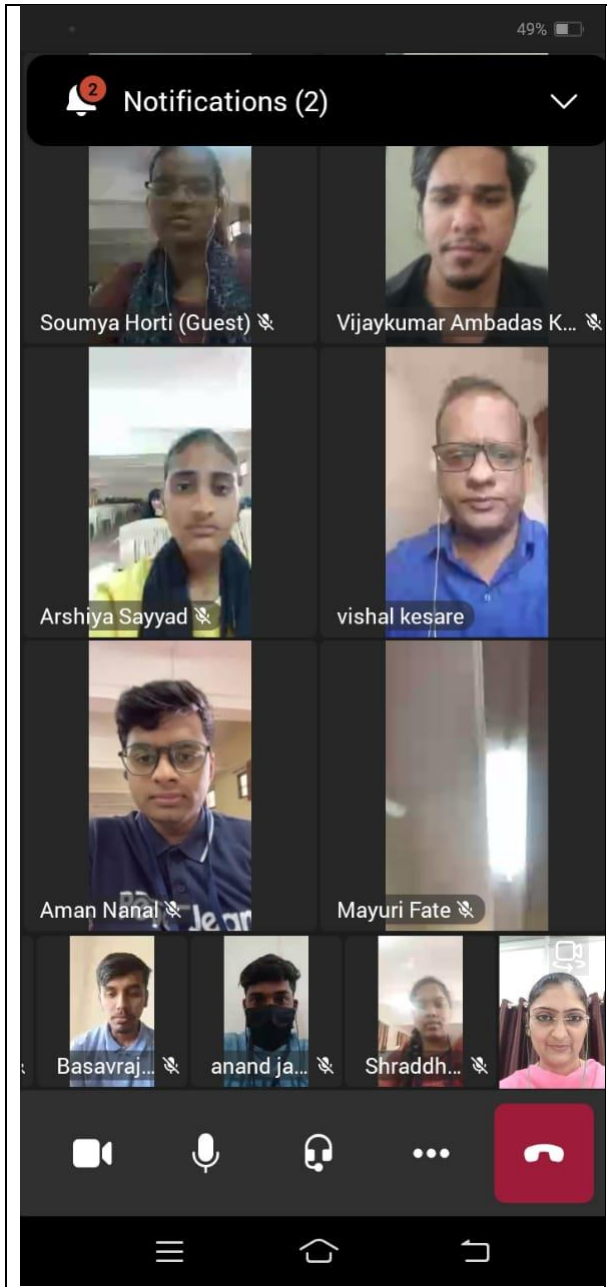
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Dr. **Shabnam S. Mane (Mahat)**  
(Placement Coordinator)

Dr. S. B. **Sawant**  
(Director)

Creating an effective resume is crucial in today's competitive job market. A well-crafted resume not only highlights students' skills and experiences but also effectively communicates students value proposition to potential employers. Here are some key tips explained by **Mr. Vishal Kesare sir**:

1. **Clear and Concise Format:** Use a clean and professional format that is easy to read. Use clear headings, bullet points, and an organized layout to make your resume visually appealing and easily scannable.
2. **Tailor for the Job:** Customize your resume for each job application. Highlight the skills and experiences that are most relevant to the specific job you are applying for. This may involve rearranging sections, emphasizing certain skills, or adjusting your language to match the job description.
3. **Professional Summary/Objective:** Include a concise professional summary or objective at the beginning of your resume that highlights your key skills, experiences, and career goals. This section should grab the employer's attention and encourage them to read further.
4. **Keywords and Action Verbs:** Use industry-specific keywords and action verbs throughout your resume to demonstrate your achievements and abilities. This can help your resume pass through applicant tracking systems (ATS) and catch the attention of hiring managers.
5. **Quantify Your Achievements:** Use specific numbers, percentages, or other quantifiable metrics to highlight your accomplishments and demonstrate the impact you have made in previous roles. This helps to provide concrete evidence of your abilities and contributions.
6. **Relevant Work Experience:** List your work experience in reverse chronological order, emphasizing positions that are most relevant to the job you are applying for. Include the company name, your job title, the dates you worked there, and a brief description of your responsibilities and achievements in each role.
7. **Education and Certifications:** Include relevant educational qualifications and certifications, especially if they are required or beneficial for the position you are applying for. Mention any relevant coursework, projects, or academic achievements that demonstrate your skills and expertise.
8. **Skills and Abilities:** Create a dedicated section to highlight your relevant skills and abilities, including both hard skills (technical skills, software proficiency) and soft skills (communication, teamwork, leadership).
9. **Additional Sections:** Consider including additional sections such as volunteer work, internships, publications, or relevant extracurricular activities that showcase your skills and experience.
10. **Proofread and Edit:** Review your resume multiple times to ensure there are no grammatical errors, typos, or formatting issues. Ask a friend or colleague to review it as well, as a fresh pair of eyes can often catch mistakes that you might have missed.



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