



'Welfare of Masses'

**MARATHWADA MITRA MANDAL'S
COLLEGE OF COMMERCE
BBA/BBA-IB**

Date: 07-09-2018

REPORT on RESUME WRITING

Date: - 7th September 2018

Time: - 10:30 am

Venue: - Dnyaneshwar Hall (Central Building)

On 7th Sept 2018, a workshop on Resume Writing was organized for the students of BBA (Bachelor of Business Administration) and BBA-IB (Bachelor of Business Administration - International Business) by the BBA department. The workshop aimed to equip students with the essential skills and knowledge required to craft effective resumes for their future career endeavours. Mr. Saurabh Sable, an esteemed resource person, facilitated the session.

The workshop commenced with an introduction to the significance of a well-crafted resume in the job application process. Mr. Saurabh Sable emphasized the importance of presenting oneself effectively on paper to capture the attention of potential employers. The session covered various aspects of resume writing, including formatting, content, and customization, tailored to suit the specific needs of BBA and BBA-IB students.

The workshop on Resume Writing conducted by Mr. Saurabh Sable provided BBA and BBA-IB students with valuable insights and practical guidance on creating effective resumes. By understanding the fundamentals of resume writing, formatting techniques, and customization strategies, students are better equipped to showcase their qualifications and experiences to prospective employers. The session facilitated a proactive approach towards career development and job readiness among the students.

Introduction of the guest speaker done by the Asst. Prof. Gauri Jadhav and vote of thanks Asst. Prof. Kalpana Vaidya.




Dr. Ashwini Kulkarni
BBA Coordinator