



**SADHU VASWANI MISSION'S  
St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)  
Reaccredited by NAAC- A Grade, cycle 3  
[ARTS, COMMERCE, SCIENCE, BSc (Computer Science), BBA, BBA (CA)]  
6, Koregaon Road, Pune-411001. [INDIA]  
Ph. /Fax: 26124846; Email: [mira\\_college@yahoo.co.in](mailto:mira_college@yahoo.co.in)**

PU/PN/AC/015/ (1962)  
College Code: - 013

Circular No: **GIS/HQAC/2019-20/27**

Date:-28.12.2019

**CIRCULAR**

On 4<sup>th</sup> January 2020 a Guest Lecture titled Resume Writing is to be organized by Department of Business Studies from 10.50am to 11.00am in Audio Visual Room.

*Jyoti Chintan*

[Mrs. Jyoti Chintan]

Coordinator

*G. H. Gidwani*

**Dr. Gulshan H. Gidwani**

Principal



**St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)**

**Report**

**Resume Writing Skill- 2019-2020**

**Organiser: Mrs. Jyoti Chintan**

**Class: Sy BCom Business Communication**

**Speaker: Mr. Thomas Kuriakose**

As part of the Soft Skills Programme, the students of SY B Com from Business Studies department attended a guest lecture organised on 4<sup>th</sup> January 2020 on Resume Writing. There were 78 students who attended this session

The speaker Mr Thomas Kuriakose a Corporate Trainer faces insights to students how to write an effective resume, with finer points for effective presentation. He also clarified about the difference in resume and CV. The lecture ended with clearing the doubts relating to Resume writing and understanding the importance of AIDA formula to be followed by the students while drafting a good Resume.

*Jyoti Chintan*  
(Jyoti Chintan)



*Jyoti*  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

**St. Mira's College for Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**

**Attendance Sheet**

**Name of the Guest Lecture :- Resume Writing Skills**

**Date and Time:- 4<sup>th</sup> January 2020 from 10.00am to 11.00am**

Sr. No	Roll No (if applicable)	Name of Participants/ Students	Signature
1	3638	Shradha U. Gaikwad	Shradha
2	3606	Gayatri Janardan Sonawane	Gayatri
3	3607	Parvinka. P. Khatri	Parvinka
4	3024	Sejal Waghela	Sejal
5	4221	Shehal Singh	Shehal
6	4224	Alka Singh	Alka
7	3685	Arkita Karlikar	Arkita
8	3641	Kiran Ray Purshottam	Kiran
9	3681	Sumaiya Shamim Siddiqui	Sumaiya
10	3682	Khan Zainab Arif	Zainab Khan
11	3686	Shaikh Sumaiya Wajid	Sumaiya
12	3661	Pooja Saini	Pooja
13	3628	Shivani Bramhane	Shivani
14	4201	Ekam. Kaur Dadiwala	Ekamkaur
15	4242	Shehar Gudivapati	Shehar
16	4208	Meen Joseph	Meen
17	43678	Marzia. Memon	Marzia
18	3115	Himani Kedre	Himani
19	3629	Bhavana Gangid	Bhavana
20	3626	Sunanda Pillai	Sunanda
21	3620	Tanisha Khadri	Tanisha
22	3607	Swati Jadhav	Swati
23	3631	Mohsina Shaikh	Mohsina
24	3629	Jaya Datwani	Jaya MD
25	3603	Meena More	Meena
26	4004	Mehak Agarwal	Mehak

**Total Number of Participants/ students = 26 Students**

**Name and Signature of the event coordinator :- Jyoti Chintan**

*Jyoti Chintan*

*Jy*

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



**St. Mira's College for Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**

**Attendance Sheet**

**Name of the Guest Lecture :- Resume Writing Skills**

**Date and Time:- 4<sup>th</sup> January 2020 from 10.00am to 11.00am**

Sr. No	Roll No (if applicable)	Name of Participants/ Students	Signature
1	3650	Santoshi M. Rohra	<u>M. Rohra</u>
2	3642	Nikita Shelar	<u>N. Shelar</u>
3	3640	Kashmira Shinde	<u>Kashmira Shinde</u>
4	3664	Saba Shailesh	<u>Saba</u>
5	3616	Sejal Kadamb	<u>Sejal Kadamb</u>
6	3611	Meghna Jairam	<u>Meghna</u>
7	3626	Hridhi Bhandari	<u>Hridhi Bhandari</u>
8	3627	Sarah Ann Ibrahim	<u>Sarah Ann Ibrahim</u>
9	3677	Riya M Barde	<u>Riya</u>
10	3678	Jinal Pathak	<u>Jinal Pathak</u>
11	3679	Poonam Curnani	<u>Poonam Curnani</u>
12	3680	Faizan Budha	<u>Faizan Budha</u>
13	3655	Geeshu Pinjani	<u>Geeshu Pinjani</u>
14	3643	Avantika Sable	<u>Avantika Sable</u>
15	3645	Shriya Tupe	<u>Shriya Tupe</u>
16	3654	Navya Kamble	<u>Navya Kamble</u>
17	3812	Esmath Dehukhanpur	<u>Esmath Dehukhanpur</u>
18	3813	Gouri Ashtekar	<u>Gouri Ashtekar</u>
19	3848	Harshada Kand	<u>Harshada Kand</u>
20	3808	Neha Pathak	<u>Neha Pathak</u>
21	3844	Priti Kolte	<u>Priti Kolte</u>
22	3848	Vidya Parodeshi	<u>Vidya Parodeshi</u>
23	3851	Amrit Kaur	<u>Amrit Kaur</u>
24	3805	Fizza Babul	<u>Fizza Babul</u>
25	3668	Dakina Wader	<u>Dakina Wader</u>
26	3825	Priyanka J. Singh	<u>Priyanka J. Singh</u>

Total Number of Participants/ students = 26 Students

Name and Signature of the event coordinator :- Jyoti Chintan

J. Chintan

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



St. Mira's College for Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)

Attendance Sheet

Name of the Guest Lecture :- Resume Writing Skills

Date and Time:- 4<sup>th</sup> January 2020 from 10.00am to 11.00am

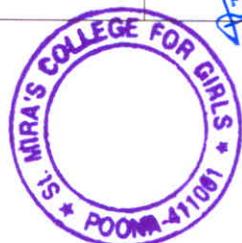
Sr. No	Roll No (if applicable)	Name of Participants/ Students	Signature
1	3838	Akanksha Shah	Ashab
2	3817	Mrinali Dhiwar	M. Dhiwar
3	3819	Gauri Bhosale	Gauri
4	3816	Radhika Thakur	R. Thakur
5	3807	Sauyuktika Kalyankar	Sauyuktika
6	3826	Aditi Kadga	Aditi
7	3859	Madhavi Bhosale	Madhavi
8	3824	Aloshita Gaikwad	Aloshita
9	3818	Daneshwari Mathur	Dan
10	3844	Blessy Varghese	Blessy
11	3884	Kimanya. Dpare	K. Dpare
12	3895	Nilima. Tyle	Nilima
13	3604	Prabhati Singh	Prabhati
14	3601	Nidita Punekar	Nidita
15	3835	Swarna - Sagle	Swarna
16	3660	Nidhi Agarwal	Nidhi
17	3661	Vidhi (Agarwal)	Vidhi
18	3849	Birat Khorhal	Birat
19	3814	Aparna Lavate	Aparna
20	3809	Srushti Khakde	Srushti
21	3817	Sakshi Phille	Sakshi
22	3824	Shamal Patil	Shamal
23	3865	Naurata Nagpal	Naurata
24	3864	Payal. Aroda	Payal
25	3866	Vinitika Hundlani	Vinitika
26	3868	Simron. S. Kholkar	Simron

Total Number of Participants/ students = 26 Students

Name and Signature of the event coordinator :- Jyoti Chintan

Jyoti Chintan

Jyoti Chintan  
Principal Incharge  
St. Mira's College for Girls, Pune.



**St. Mira's College For Girls, Pune  
Autonomous (Affiliated to Savitribai Phule Pune University)**

Name of the Activity – 10. Resume Writing

Date- 4<sup>th</sup> January 2020



**Principal Incharge  
St. Mira's College for Girls, Pune.**