



SYMBIOSIS COLLEGE OF ARTS & COMMERCE

An Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

REPORT ON

**CORPORATE READINESS
WORKSHOP 2021-22**

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INTRODUCTION

The SCAC Placement Cell organises every year a workshop on Resume Writing, Group Discussions and Personal Interview before the on-campus placement season begins. Most of the students, looking to embark upon their journeys into the corporate world, are new to most of the selection rounds conducted by the companies. This is an initiative taken by the Placement Cell to help them prepare better, instill confidence, write an impressive Resume, make an impact during the Group Discussions and ace the Interview Rounds.

To effectively guide the students through their 'first times', the placement cell invites esteemed guests who have years of experience working in and with the corporate world.

In this Corporate Readiness Workshop, three sessions were organised on Group Discussion, Personal Interviews and CV Writing, in which a total of 200 students actively participated.

11th August, 2021

Day 01

Speaker:

**GUNJAN
DESHPANDE**

TOPIC: **Group Discussion**

STUDENT COORDINATOR: **Ridhi Chourasia**

ABOUT THE SPEAKER:

Gunjan is an alumni of Symbiosis College of Arts and Commerce. She is a finance specialist with comprehensive experience of managing multi-functional operations. Currently leading analytics as a stream and working closely with the CFO of the Honeywell Fire Business. She won the best outgoing commerce student award for SCAC in 2017.

OVERVIEW:

The first day of the workshop was on Group Discussion. The speaker guided us as to how to tactfully handle a Group Discussion. She highlighted the importance of displaying respectful behavior, one's ability to add valuable insights on the topic and diplomatically steer the discussion towards a productive conclusion which evidently pronounces the skills of communication and team working ability in the candidates. In order to provide students a hands on experience, they conducted three group discussions, encouraging the students to actively participate and putting light on the areas student needed to work on. The session was very beneficial to the students and it certainly helped them perform better in the actual group discussions.

What do Companies Evaluate through GD's?

- Communication Skills (the three 'C' approach, i.e., clarity, content & confidence)
- Group Dynamics (assessing each individual's behavior and influence in the group)
- Team Skills & Time Management
- Awareness (micro & macro environment)
- Leadership (does not mean that you always have to be the initiator)
- Creativity (out of the box thinking)
- Analytical & Logical Skills



12th August, 2021

Day 02

Speaker:

**DEVAKI
PUROHIT**

TOPIC: **Resume and CV Writing Techniques**

STUDENT COORDINATOR: **Rishika Khemka**

ABOUT THE SPEAKER:

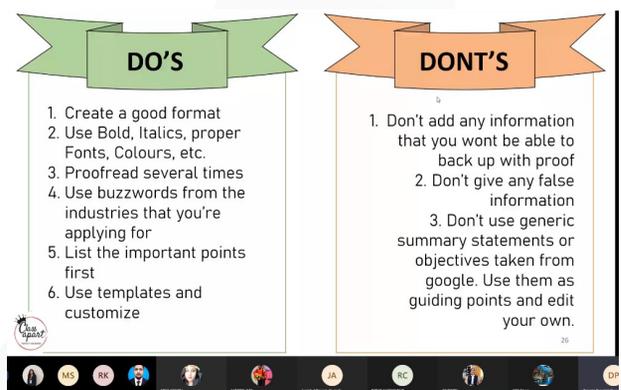
Devaki Purohit is an alumnus of Symbiosis College of Arts and Commerce. She is an author of two novels, a journalist for various newspapers, a YouTuber and now an entrepreneur! She has her own start-up called "ClassApart", with the tag line "Invent yourself". She conducts various courses and workshops on Public-Speaking and Grooming, Grammar, Business Communication and Self-counselling for students as well as corporates.

OVERVIEW:

The second day of the Workshop focused on Resume and CV Writing Techniques. Devaki took the students through certain do's and don'ts' and the difference between a CV and a resume. She threw light on certain effective ways to present one's resume and showed us good sample CV's we could refer to while preparing our own. At the concluding stage we had a round of Q&A's wherein a good amount of queries asked by quite a few students was cleared. Overall, it was a thoroughly engaging session with us coming out of it with a much better clarity on how to prepare our resume's, being very beneficial.



The screenshot shows a Zoom meeting slide with the following text: **SYMBIOSIS COLLEGE OF ARTS & COMMERCE**, An Autonomous College | Under Savitribai Phule Pune University, Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence. **PLACEMENT CELL presents Three Days Online Corporate Readiness Workshop August 11-13, 2021 Day-2 Session : Job Application & Resume Writing**. The speaker is **Ms. Devaki Purohit**, Author | Journalist | Founder of ClassApart | Entrepreneur. The time is 11:15 am to 1:15 pm and the date is 12th August, 2021. The slide also features a small photo of the speaker and a Zoom meeting control bar at the bottom.



The screenshot shows a Zoom meeting slide with two columns of text. The left column is titled **DO'S** and lists six points: 1. Create a good format, 2. Use Bold, Italics, proper Fonts, Colours, etc., 3. Proofread several times, 4. Use buzzwords from the industries that you're applying for, 5. List the important points first, 6. Use templates and customize. The right column is titled **DONT'S** and lists three points: 1. Don't add any information that you won't be able to back up with proof, 2. Don't give any false information, 3. Don't use generic summary statements or objectives taken from google. Use them as guiding points and edit your own. The slide also features a Zoom meeting control bar at the bottom.

13th August, 2021

Speaker:

Day 03

**SNEHAL
SARKAR**

TOPIC: **Professional Interview Techniques**

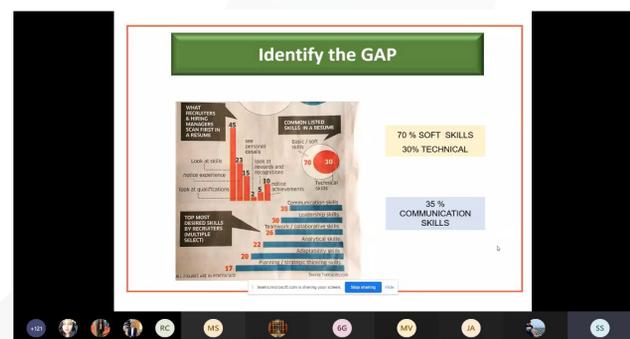
STUDENT COORDINATOR: **Shiv Mishra**

ABOUT THE SPEAKER:

Snehal Sarkar is a certified Master Life Coach from the American University of NLP and a corporate trainer with close to 15 years of management experience in hospitality and training. She is the founder of Mind Mantras, an organizational development venture. She has initiated a transformation in more than 10,000 professionals and students across industries in the last 3 years. She specialized in training and development from Toronto. She was awarded the Prime Minister's scholarship for All India First Rank in Business Communication in the National Council for Hotel Management, Ministry of Tourism.

OVERVIEW:

Third day of the workshop was on professional interview techniques. Snehal talked about how it was the most crucial part of a drive and emphasized on various aspects in order to crack any interview and what one should do before, during and after the interview. She also highlighted the importance of having a positive body language, researching about the company/industry and to ask questions to the interviewer about the same, which shows our genuine interest in role offered and in company. The significance of being well-dressed in a formal attire and looking presentable was also highlighted. The session was very informative and surely helped the students in their preparation for the upcoming placement drives.



Team Placement Cell

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Mrs. Sarika Wagh
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Ms. Aishwarya Kalyanshetti
Member

Mr. Shekhar Paranjape
Member

Student Coordinators

Mr. Shiv Mishra

Mr. Shubham Goel

Ms. Ridhi Chourasia

Ms. Rishika Khemka

[Click Here for Attendance Sheet](#)