

Presents

PROFILE VISIBILITY WORKSHOP

Career Catalyst:
Ignite Your Path with
Powerful Resumes,
Persuasive Cover
Letters, and Interview
Triumphs.



RESOURCE
PERSON

Haritha Nair

Corporate Trainer
Founder



5th Feb, 2024
10:00am – 4:00pm



Sree Narayana Guru College of
Engineering & Technology
Payyanur, Kannur



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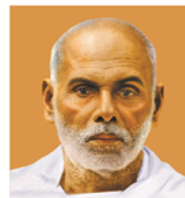
Dr. LEENA A.V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR



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Sree Narayana Guru College of Engineering & Technology

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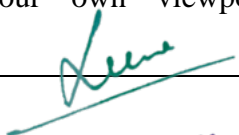
TRAINING AND PLACEMENT CELL SCHEDULE OF PROFILE VISIBILITY WORKSHOP

Date: 05-02-2024

Venue: Swami Bodhananda Hall

Time: 10AM- 4PM

TIME	TOPICS COVERED	NARRATION
10:00 AM	Resume Building	The presentation covers essential resume-building topics including contact information, professional summary, work experience, education, skills, certifications, projects, volunteer experience, awards, references, formatting, tailoring, proofreading, and creating digital/print versions, concluding with practical review and Q&A sessions.
11:30 AM	Cover letter	To prepare a cover letter for a particular job, include your contact information and the employer's details, greet the hiring manager by name, introduce yourself and the position you're applying for, highlight your relevant experience and skills with specific examples, demonstrate your knowledge of the company and why you're a good fit, and close by reiterating your enthusiasm, mentioning your attached resume, and expressing your desire for an interview.
01:30 PM	Interview preparation	To prepare for a specific job interview, research the company and role thoroughly, practice common interview questions, tailor your answers to highlight relevant experience, prepare questions to ask the interviewer, dress professionally, and make sure to follow up with a thank-you note afterwards.
03:00 PM	Group Discussion	To excel in a group discussion, actively listen to others, contribute thoughtfully, respect differing opinions, maintain eye contact, speak clearly and confidently, and strive to build upon others' ideas while also expressing your own viewpoints succinctly.


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REPORT ON PROFILE VISIBILITY WORKSHOP

Date: 05-02-2024

Time: 10 AM- 4.00 PM

Semester: VIII

The Profile Visibility workshop, organized by the Kerala Knowledge Economy Mission, took place on 5th February, 2024 at Sree Narayana Guru College of Engineering & Technology, Payyanur. The event was conducted from 10:00 AM to 4:00 PM and focused on equipping participants with the necessary tools to strengthen their professional profiles. Ms Haritha Nair, a seasoned corporate trainer from Foundit, served as the workshop's resource person. With extensive experience in the corporate world, Ms Haritha Nair brought valuable insights and expertise to guide participants through the intricacies of resume building, cover letter writing, interview preparation, and group discussions.

Programme Contents:

- 1) Resume Building:** The workshop commenced with a detailed session on crafting powerful resumes. Participants learned about structuring resumes effectively, highlighting key achievements, and tailoring content to specific job requirements. Ms Haritha Nair shared industry best practices and provided personalized feedback to help participants create impactful resumes.
- 2) Cover Letter Writing:** The importance of persuasive cover letters was emphasized in the second segment of the workshop. Participants gained insights into customizing cover letters to showcase their unique strengths and aligning them with the needs of potential employers. Practical exercises and examples were used to illustrate effective cover letter writing techniques.
- 3) Interview Preparation:** Haritha Nair delved into interview strategies, covering aspects such as body language, communication skills, and answering common interview questions. Mock interviews and interactive sessions allowed participants to practice and receive constructive feedback, enhancing their confidence and preparedness for actual job interviews.
- 4) Group Discussion Techniques:** The final segment focused on group discussion techniques, a crucial aspect of many recruitment processes. Participants learned effective communication, team collaboration, and problem-solving skills. The workshop included group activities and discussions to provide hands-on experience in navigating group dynamics.

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- Training session -



- Group Discussion session -


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TRAINING AND PLACEMENT CELL

PROFILE VISIBILITY WORKSHOP

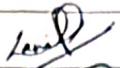
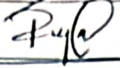
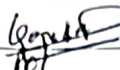
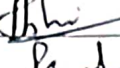

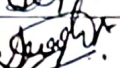
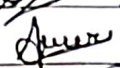
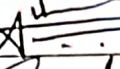


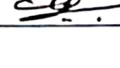


ATTENDANCE SHEET

Date: 05-02-2024

Time: 10AM

S/No.	Name	Semester & Department	Signature
1.	Rajath Manoharan	S8 & CE	
2.	Alan Alex	S8 & CE	
3.	Sreerishnu K	S8 & CE	
4.	Amaya T	S8 & CE	
5.	Anupriya K	S8 & CE	
6.	Vyshna K	S8 & CE	
7.	Akshaya P V	S8 & CE	
8.	Sreelakshmi K	S8 & CE	
9.	Abhinav. A.V	S8 & CSE	
10.	Amal M.V	S8 & CSE	
11.	Vijayakrishna P	S8 & CSE	
12.	K. Athul	S8 & CSE	
13.	Rehan P	S8, CSE	
14.	Anjun-M	S8, CSE	
15.	Dilna P	S8, CSE	
16.	Murugesan Manoj K	S8, CSE	
17.	Alileena C	S8, CSE	
18.	Nandana M.V	S8, CSE	
19.	Anagha Anil Kumar	S8, CSE	
20.	Anjali M	S8, CSE	
21.	Sneha E	S8, CSE	
22.	Aardra Prashanth	S8, CSE	
23.	G.P THIRISHNA	S8, CSE	
24.	Mehd. Jayish	S8, CSE	

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25.	Mohd. Zamil P.V	SB, CSE	
26.	Riya Rajesh	SB, CSE	
27.	Gopika Pramod Kumar	SB, CSE	
28.	Abhishek. K	SB, CSE	
29.	Amal. M	SB, CSE	
30.	Hvina Murali. K	SB, CSE	
31.	Anagha Anagha P P	SB, CSE	
32.	Suresh. S	SB, CSE	
33.	Abhijith. A	SB, CSE	
34.	Aravind. A	SB, CSE	
35.	Mohammed Razi Hamza	SB, CSE	
36.	Aathish. R	SB, CSE	
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