

**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT
STUDIES, POWAI
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED**

Student Enrichment Activity Approval Form

Department: Department of Accountancy & Financial Management (Collaboration with Rotaract Club of Bombay Powai and Job Boosts).

Program: Intra Collegiate Seminar - "Resume Building & Cover Leaf Making".

Objectives: To help students in writing an effective resume and highlighting their professional and educational skills and accomplishment.

Need: To showcase the knowledge, skills, experience, expertise and accomplishments, it is necessary to have a perfectly written resume. Undergraduate students need to be oriented and trained on preparation of a resume for the corporate world.

Content: Resume writing, Cover leaf making, Doubt Solving Sessions, Addressing student queries.

Resource Person: Dr. Gaurav Hirey,
Founder & CEO - GoEvals, Chief Coach - Job Boosts

Coordinated by - Ms. Ishika Sharma
President, Rotaract Club of Bombay Powai, (B.Com Alumni - Batch 2020-21)

Date: 15th July, 2022

Timing: 10.30 am to 11.30 am

Venue: 6th floor- AV Room

Cost/Budget: N/A

Proposed by: Department of Commerce

VERIFIED BY:



Prof. John Menezes
Convenor of the seminar



Prof. Sandesha Shetty
Vice principal & Coordinator



Dr Sridhara Shetty
Principal

BUNTS SANGHA'S

S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES, POWAI

**NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED**

Minutes of the Meeting

DATE: 11-07-2022

Venue : 6th floor-Vice Principals Cabin

Agenda : Duty allocation for Seminar - "Resume Building & Cover Leaf Making"





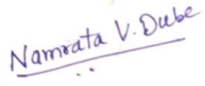

A meeting was held to allocate duties among the professors and decide the schedule of the session for the seminar.

The meeting concluded with thanks from the Coordinator.

Teachers' Duty List

NAME	DUTY DETAILS
Asst. Prof. Sandesha Shetty	Delivering introductory remarks during the seminar
Asst. Prof. Siddhi Khamkar	Creating whatsapp message and promotional message to be circulated amongst students' groups, creating and circulating registration link
Asst. Prof. Namrata Dube	Technical Session, Handling Q & A, Generating and circulating Attendance cum feedback form during the seminar
Asst. Prof. John Menezes	<ul style="list-style-type: none">● Preparing schedule and poster of the event● Contact resource person, scheduling date and time of seminar, overall management of the seminar, Anchoring the seminar and handling Q&A session during the event● Welcoming the participants, Introduction of Resource Person and Proposing Vote of thanks during the event.

Members present for the meeting:

Mr. Sandesha Shetty- Vice Principal and B.Com Coordinator	
Asst. Prof. John Menezes	
Asst. Prof. Vijay Vishwakarma	
Asst. Prof. Adya Bharati	
Asst. Prof. Namrata Dube	
Asst. Prof. Siddhi Khamkar	

**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT
STUDIES, POWAI
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED**

Notice/ Whatsapp Message

Greetings to All,

The Department of Accountancy & Financial Management of Bunts Sangha's S.M. Shetty College, Powai

in Collaboration with

Rotaract Club of Bombay, Powai & *Job Boosts*

is organizing *ALUMNI DIARIES (1st Lecture Series)*

An Intra-collegiate Seminar on - *Resume building and Cover Leaf making*

Resource Person – *Dr. Gaurav Hirey*,
Founder & CEO, GoEvals, Chief Coach, Job Boosts

Coordinated by -

Ms. Ishika Sharma

President, Rotaract Club of Bombay Powai

(*B.Com Alumni - Batch 2020-21*)

Date – *15th July 2022*

Time – *10:30 am onwards*

Venue - *6th Floor, AV Room*

Note

1. No Registration Fees

2 .E- Certificate will be provided to the registered participants subject to attendance and submission of feedback form (within 7 working days)

For further queries kindly contact -

Asst. Prof. John Menezes

Asst. Prof. Namrata Dube

Asst. Prof. Siddhi Khamkar

Regards,

The Department of Accountancy & Financial Management



Bunts Sangha's
S.M.Shetty College of Science, Commerce
and Management Studies, Powai
NAAC Accredited 'A' Grade
IMC RBNQ Certificate of Merit 2019
ISO 21001 : 2018 Certified



Department of Accountancy and Financial Management

Presents

An Intra-collegiate Seminar on - "Resume building and Cover Leaf making"

Date: 15th July, 2022 Time: 10.30 am to 11.30 pm

Program Schedule

Welcome Address	<p>Prof. Sandesha Shetty <i>Vice Principal & HOD - Department of Accountancy and Financial Management.</i> Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies, Powai</p>
Technical Session - 1	<p>Dr. Gaurav Hirey Founder & CEO - GoEvals, Chief Coach - Job Boosts</p>
Technical Session - 2	<p>Ms. Ishika Sharma President, Rotaract Club of Bombay Powai B.Com Alumni - Batch 2020-21</p>
Q & A	<p>Prof. Namrata Dube <i>Faculty, Department of Accountancy and Financial Management</i> Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies, Powai</p>
Vote of Thanks	<p>Prof. John Menezes <i>Faculty, Department of Accountancy and Financial Management</i> Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies, Powai</p>

SEMINAR POSTER



Bunts Sangha's
S.M.Shetty College of Science, Commerce and
Management Studies, Powai. Mumbai - 76
(Permanently Affiliated to University of Mumbai)



NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED

**DEPARTMENT OF ACCOUNTANCY
& FINANCIAL MANAGEMENT**

IN COLLABORATION WITH **ROTARACT CLUB OF BOMBAY POWAI
& JOB BOOSTS**



ORGANIZES AN INTRA-COLLEGIATE LEVEL SEMINAR ON

"Resume building and Cover Leaf making"

RESOURCE PERSON – DR. GAURAV HIREY

FOUNDER & CEO, GOEVALS, CHIEF COACH, JOB BOOSTS



RC BOMBAY POWAI
ESTD 2016
LET'S GROW TOGETHER



15th July, 2022

11:15 a.m

(AV Room)

#AlumniDiaries

E-Certificate will be issued to all

**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT
STUDIES, POWAI
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED**

Report

Event: Alumni Diaries (1st Lecture Series) Intra Collegiate Seminar

Topic: “Resume Building & Cover Leaf Making”

Date: Friday, 15th July, 2022

Timing: 10:30 am to 11:10 am

Venue: 6th floor, AV Room

Scope: Students of SYBCOM and TYBCOM (Undergraduate) Course

Resource Person: Dr. Gaurav Hirey (Founder & CEO - GoEvals, Chief Coach - Job Boosts)

Objective: To help students in writing an effective resume and highlighting their professional and educational skills and accomplishment.

Highlights- The seminar started with the Welcome Address by Asst. Prof. Sandesha Shetty – Vice Principal & BCom Coordinator. After that Asst. Prof. John Menezes – Convenor of the seminar, introduced the resource persons - Dr. Gaurav Hirey (Founder & CEO - GoEvals, Chief Coach - Job Boosts) and Ms. Ishika Sharma (President, Rotaract Club of Bombay Powai, B.Com Alumni - Batch 2020-21). Dr. Gaurav Hirey educated and guided the participants about the key aspects of Effective Resume writing, Format of a Good and Acceptable Resume, Tips and Tricks on how to let ones resume stand out amongst other job applications and Do's & Dont's of a Resume Writing. He also oriented the students on cover leaf design using online tools. Ms. Ishika spoke to the participants about the benefits of an effective resume and she oriented on the Rotaract Club and its activities. It was followed by a Question-Answers session where queries raised by participants related to the seminar topic were answered by the resource person. Session came to an end with a vote of thanks proposed by Asst. Prof. John Menezes – Convenor of the seminar.

Total 117 (M-64 F-53) participants attended the seminar.

Team Members for the event:

Asst. Prof. Sandesha Shetty – Vice Principal and BCom Coordinator

Asst. Prof. John Menezes - Convenor of the Seminar

Asst. Prof. Dr. Vijay Vishwakarma - Member - Department of Accountancy and Financial Management

Asst. Prof. Siddhi Khamkar - Member - Department of Accountancy and Financial Management

Asst. Prof. Namrata Dube - Member - Department of Accountancy and Financial Management

Asst. Prof. Adya Bharti - Member - Department of Accountancy and Financial Management



Asst. Prof. John Menezes
Convener of the seminar



Asst. Prof. Sandesha Shetty
Vice Principal & Coordinator



**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT
STUDIES, POWAI
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED**

Attendance

Yadav Avinash Shivkumar	TYBCOM B
Kamlesh Karotra	Ty Bcom B
Zaid khan	Tybcom A
Nilesh Susant swain	Tybcom
Ayush shetty	TYBCOM A
Patel Bhaveshwari Mahendrabhai	TyBcom B
Naitik Bhavesh Gohel	Ty bcom b
Shubham Somnath suvarna	Ty bcom A
Kahar parita	Sybcom b
Jaidali sayyed	Ty bcom
SAYYED REHAN RIYAZUDDIN	Ty com A division
Barkha Kapoor	Sybcom-B
Manavi Sharma	TyBcom A
Avishkar Singh	Syb.com
Neha Narasayya Reddy	Tybcom B
Phulare Sahil Sandeep	TYBCOM A
Om Dalvi	Tybcomb
Ankit Singh	Fybcom
Chetan shetty	TybcomA
Disha Jain	SY BCOM B
Sneha Bhadarge	Sy bcom B
Anchal singh	Sybcom
Ayush Bhardwaj	TYBCOM A
Jishnu Shetty	Ty bcom b
Alok yadav	Fybcom a
Kusum Sharma	SyBcom.A
Khan adnan yunus	tybcom A
Abhijeet sonar	TYbcom A
Talekar priyanka	Tybcom B

Ashish yadav	SYBCOM
Shaikh sahil ayub	Tybcom b
Pikisha Yadav	Sybcom B
Mohammed Shafi Zakir Hussain Shaikh	TYBCOM
CHAWDA NIRAJ HARISH	TYBCOM-B
Vatsal Barot	SyBcomA
Singh Kirti	Tybcom A
Neelaman Allen Loy	Ty bcom
Bangera Manish	Tybcom
Jainam jain	SYBCom A
Singh trupti Deepak	Tybcom b
Kumkum Pandey	Sy Bcom A
Yashoda Y Mutrasi	TYB.com B
Dhanush Vijay Shetty	Tybcom (A)
Avi Bajaj	SYBCOM B
Dhanushshetty	Sybcom
Shetty mayur	Ty bcom B
Nikam Pradyumna vilas	TYBCOM - A
Sameer shahid shah	TYBCOM
Shalini koli	Sybcom
Preethi Amanna	Ty bcom B
Prachi Ashok Dave	TYB.Com B
PAL RAHUL VIRENDRA	Tybcom A
Jaskeerat Singh gugnani	TYBCOM
Manasi avinash mali	TY. Bcom A
ariba anwar khan	TY.Bcom A
Tanuj shetty	Tybcom A
Pratima Jogi	Sybcom
Surbhi santosh singh	Tybcom
Shaikh Maryam	Sybcom A
Prajwal Shetty	Sy Bcom A
Mudassar sayed	Tybcom A
Santosh Harijan	Sybcom A
Pravin shukla	Fybcom a
Yadav Pooja udayraj	Ty bcom
Surjit singh	SYBCOM B

Ravikiran Kalidas Ravikiran	TYB.COM
Naba choudhary	Syb. Com
Smita ramesh kori	Ty b.com
Seema Sharma	Tybcom B
Sonal Sanjay Jadhav	Sybcom B
Khan mudassir	Sybcom b
Vijayan nadar	Sybcom B
Amish Lalbahadur Chauhan	SY.B.com B
Shilpa yadav	Tybcom B
Anish Kotian	Sybcom A
Gayatri Pirappa Koli	Sy bcom
Singh Amankumar Manojkumar	Sybcom
Pratham Ahirwar	Tybcom A
Tamrakar Nishita Suraj	TY Bcom B
Anupam patra	Tybcom A
Pooja Ajay Gupta	SYBCOM B
Anusha Shaktidharan	Sybcom A
Tushar Premshankar Chaurasiya	SYBCOM B
Shaikh Nehal Rafique	Tybcom A
Apeksha Anil Ningawale	Fybcom
Shubham Chalke	Bcom b
Sarvajna Kalyanithaya	SY bcom
Vipul Poojary	SYBcom B
Jonathan Saldanha	Tybcom b
Khan sufiya Parvez	SY B.COM
aasiyajumla06@gmail.com	Sybms A
Sahirab Sikander Anware	TY Bcom A
Laxmi Jaiswal	Sybcom A
Rauank naushad alam	Sy bcom
Khan kulsum	SY B.COM (A)
Kristina Diamonds V	Syb.com B
Shravan shetty	TyBcom A
Saurabh yadav	Sybcom A
SHAH WALIULLAH ABDUL QUDDUS	Tybcom-(A)
Sameer ansari	Stbcom

Muskan khan	Sybc com
Sanjiv bhappa	Sybc com b
Choudhary Zhubiha Shamim Ali Hasan	TY BCOM A
Rajbhar nutan vijay	Tybc com b
Manisha	Sy bmm
Swati Singh	Sy.b.com
Shaikh Aman Shafik	Ty bcom b
Ritu Prajapati	TYBCOM
Anoushka Rajasekharan	Sybc com b
Binita Shukla	SYBCOM
Khan Fareeha Resham Ali	Sybc com
Aarti Sharma	Sybc com A
SAHU RESHMA PRASHANT	Tybc com A
Aman Rajesh Gupta	FYB.COM
Snehal bandle	SY BCOM
Afreen Javed patel	Sy b.com B
Shivam Pandey	Tybc com

Certificate



BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES
POWAI, MUMBAI - 400076

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED



DEPARTMENT OF ACCOUNTANCY AND FINANCIAL MANAGEMENT

CERTIFICATE OF PARTICIPATION

This is to Certify that

Mr./Ms. Manavi Sharma from TyBcom A has participated in the Intra Colleeiate Level Webinar on "Resume Building & Cover Leaf Making" organized by Department of Accountancy and Financial Management in Collaboration with Rotaract Club of Bombay Powai and Job Boosts on 15th July, 2022.

Prof. John Menezes
Event Coordinator

Prof. Sandesha Shetty
Vice-Principal



Dr. Sridhara Shetty
Principal

**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT
STUDIES, POWAI
NAAC ACCREDITED 'A' GRADE
IMC RBNQ CERTIFICATE OF MERIT 2019
ISO 21001:2018 CERTIFIED**

Feedback

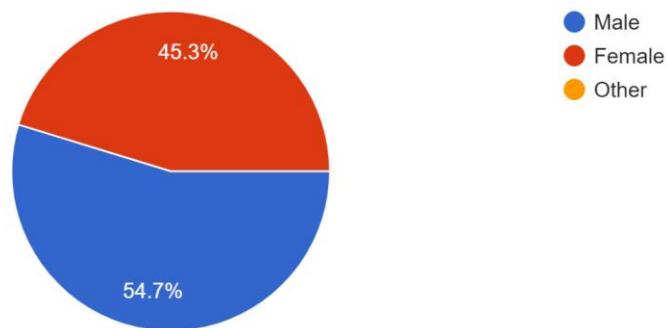
Event: Alumni Diaries (1st Lecture Series) Intra Collegiate Seminar

Topic: “Resume Building & Cover Leaf Making”

Date: Friday, 15th July, 2022

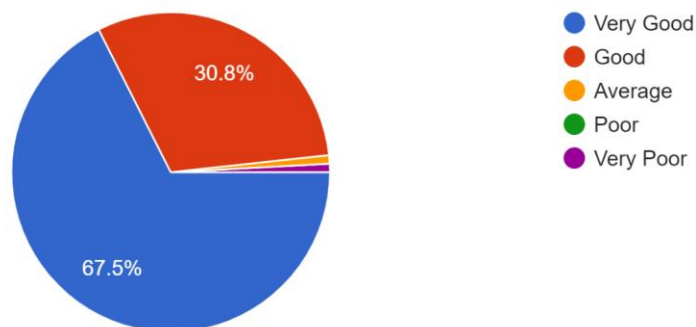
Gender

117 responses



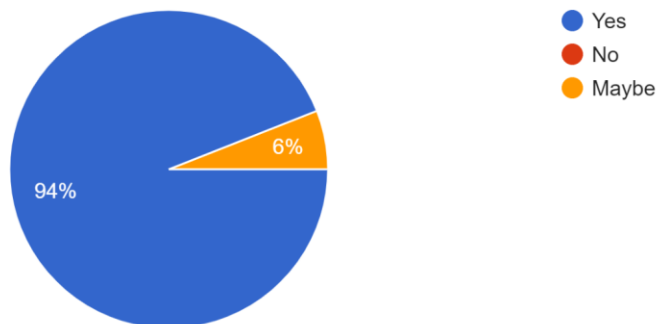
How would you rate the content covered in the seminar?

117 responses



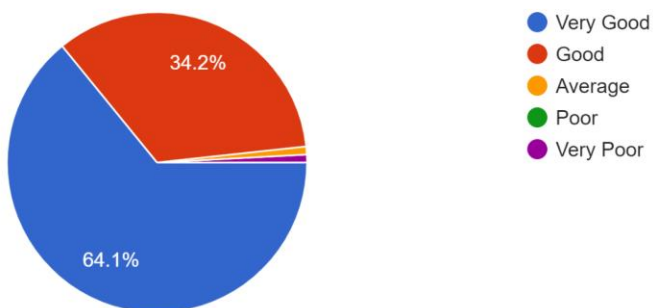
Do you believe that the seminar has helped you learn the aspects of Resume writing and Cover Leaf Design?

117 responses



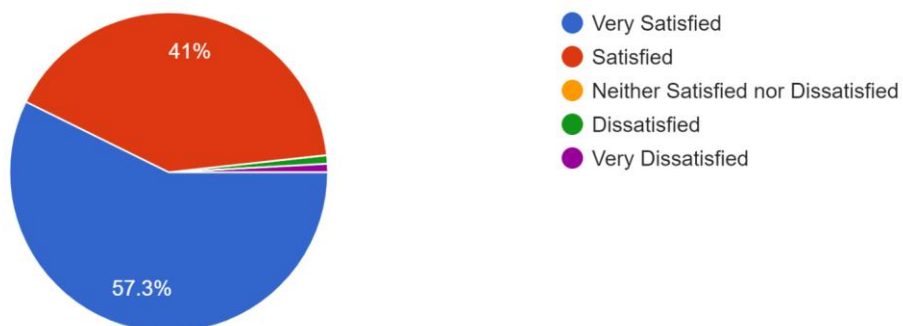
How would you rate the presentation of the Resource Person

117 responses



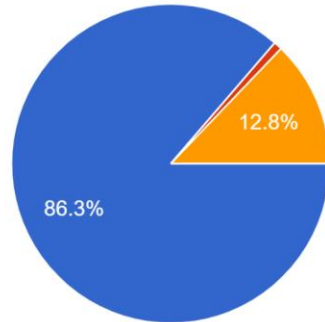
Overall rating of the session

117 responses



Were your expectations met?

117 responses



- Yes
- No
- Maybe

B	C	D	E	F	G	H	I	J	
Email Address	Full Name	Class	Roll No	Gender	How would you rate the c	Do you believe that the s	How would you rate the r	Overall rating of the sess	We
aviyadav2533@gmail.com	Yadav Avinash Shivkum	TYBCOM B		180 Male	Very Good	Yes	Good	Satisfied	Yes
kamleshkarotra64@gmail.com	Kamlesh Karotra	Ty Bcom B		204 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
zaidk2424@gmail.com	Zaid khan	Tybcom A		84 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
nileshswain2002@gmail.com	Nilesh Susant swain	Tybcom		54 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
ayushshetty57@gmail.com	Ayush shetty	TYBCOM A		45 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
patelbhaveshwari14@gmail.com	Patel Bhaveshwari Mahe	TyBcom B		157 Female	Very Good	Yes	Very Good	Very Satisfied	Yes
naitikgohel07@gmail.com	Naitik Bhavesh Gohel	Ty bcom b		143 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
shubhamsuvarna31@gmail.com	Shubham Somnath suva	Ty bcom A		53 Male	Very Good	Yes	Very Good	Very Satisfied	Ma
paritakahar@gmail.com	Kahar parita	Sybcom b		160 Female	Good	Maybe	Good	Satisfied	Ma
Sayyedzaid89@gmail.com	Jaidali sayyed	Ty bcom		163 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
rehansayyed2002@gmail.com	SAYYED REHAN RIYAZ	Ty com A division		99 Male	Good	Yes	Very Good	Satisfied	Yes
barkha2806@gmail.com	Barkha Kapoor	Sybcom-B		162 Female	Very Good	Yes	Good	Satisfied	Ma
manavi03sharma@gmail.com	Manavi Sharma	TyBcom A		104 Female	Very Good	Yes	Very Good	Very Satisfied	Yes
avishkarsingh9374@gmail.com	Avishkar Singh	Syb.com		109 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
neha1525reddy@gmail.com	Neha Narasayya Reddy	Tybcom B		224 Female	Very Good	Yes	Very Good	Very Satisfied	Yes
sahilfulare@gmail.com	Phulare Sahil Sandeep	TYBCOM A		95 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
omdalvi651@gmail.com	Om Dalvi	Tybcomb		141 Male	Good	Yes	Good	Very Satisfied	Yes
ankitsingh05881@gmail.com	Ankit Singh	Fybcom		108 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
shettyc91@gmail.com	Chetan shetty	TybcomA		46 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
dishaj2526@gmail.com	Disha Jain	SY BCOM B		156 Female	Good	Yes	Good	Satisfied	Yes
bhadargesneha7@gmail.com	Sneha Bhadarge	Sy bcom B		128 Female	Good	Yes	Very Good	Satisfied	Yes
anchal.00699@gmail.com	Anchal singh	Sybcom		107 Female	Very Good	Yes	Very Good	Very Satisfied	Yes
ayushbhardwaj1208@gmail.com	Ayush Bhardwaj	TYBCOM A		67 Male	Very Good	Yes	Very Good	Very Satisfied	Yes
jishnushetty20@gmail.com	Jishnu Shetty	Ty bcom b		168 Male	Very Good	Yes	Very Good	Satisfied	Ma
aloky9221@gmail.com	Alok yadav	Fybcom a		121 Male	Very Good	Yes	Very Good	Satisfied	Yes
smsdegfybcom3096829k	Kusum Sharma	SyBcom.A		92 Female	Very Good	Yes	Very Good	Very Satisfied	Yes
adnan.khan.22112002@gmail.com	Khan adnan yunus	tybcom A		24 Male	Very Good	Yes	Good	Satisfied	Yes

Bunts Sangha's
S.M. Shetty College of Science, Commerce and Management Studies, Powai

B.COM DEPARTMENT

ACTION TAKEN REPORT

Actions taken by B.COM Department for the feedback provided in Orientation Session for Seminar on Resume Building and Cover Leaf Making

DATE	Feedback Received	Action Taken
15-07-2022	<ul style="list-style-type: none">● Participants appreciated the seminar and gained immensely from the same.● They have suggested having such sessions in the future.● Resume writing, Resume and Cover Leaf Templates for students' careers was highlighted in the session.	B.COM Department will organize more such events for students where students get to learn and acquire skills for their careers.