



Sarvajanik Education Society
Sarvajanik College of Engineering & Technology
Master of Computer Application Department



A Report of Guest Lecture On “Effective Resume Writing”

Your resume is the first meeting between you and a prospective employer. Considering this, MCA Department had organized Guest lecture on “Effective Resume Writing” under the banner of “Share What I Gain”, lecture series initiated SCET Alumni Association for the Students of SCET.

Speaker:	Ms. Rachita Rasiwasia
Designation:	Co-Founder at Career Express
Date & Time:	21 st July 11.45 AM to 1.00 PM
Venue:	MCA Lab
Target Audience:	MCA Final Year Students
Co-ordinated By:	Prof. Prashant Keswani
Participants:	55+ MCA Final year students

The session started with the introduction of Ms. Rachita Rasiwasia by Prof. Prashant Keswani & floral welcome by Prof. Gayatri Kapadia, Head, MCA Dept.

About The Expert

Ms. Rachita Rasiwasia has completed her Post Graduate Diploma in Management from the Indian Institute of Management Bangalore in 2013. She is a Bachelor in Engineering (Elec. & Comm.) from SCET, Surat (2010 batch). She has worked as a marketing intern with cosmetic giant L’Oreal India Pvt Ltd (Mumbai). She was selected in Vodafone India as a management trainee through campus placements. She has also worked in Saanika Industries Pvt Ltd – one of the largest yarn manufacturers and exporters based in Surat, as Administrative Manager. She is now a co-founder at Career Express where she intends to make students more ready for their job recruitment process and also impart them skills which will help them take on the competitive corporate world confidently

Points covered in Guest Lecture:

- ✓ Importance of creating a Resume
- ✓ Difference between Resume, Curriculum Vitae, Bio-Data
- ✓ Purpose of creating a Master Resume
- ✓ Different sections to be covered in Master Resume
- ✓ Creating a separate resume for each company when applying
- ✓ Resume as a fresher should not be more than a single side of A4 page.

As a closing ceremony, Dr. S. V. Patel presented souvenir to Ms. Rachita Rasiwasia, as a token of appreciation.

Sharing with you few memories of guest lecture

