5.1.4

VIVEKANANDA COLLEGE

UNIVERSITY OF DELHI

Criterion 5- Student Support and Progression Key Indicator- 5.1.4 Student Support (50)

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1. **Counseling Session**

A Career Counseling Session with Commerce students in collaboration with ICAI Institute on dated 6th Sept, 2022 for Commerce Final and Second year students.

No of Studenrs-85

No of Teachers-2

2 . Career after graduation

The Commerce Department organized a host of activities reflecting the potential and abilities of our students. These activities allow them to excel in their endeavors.

Best Teacher Day activity by Department of Commerce in collaboration with IBS ICFAI Business School on 5th Sept, 2022 in college campus with all courses students.

No of Studenrs-85

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No of Studenrs-85

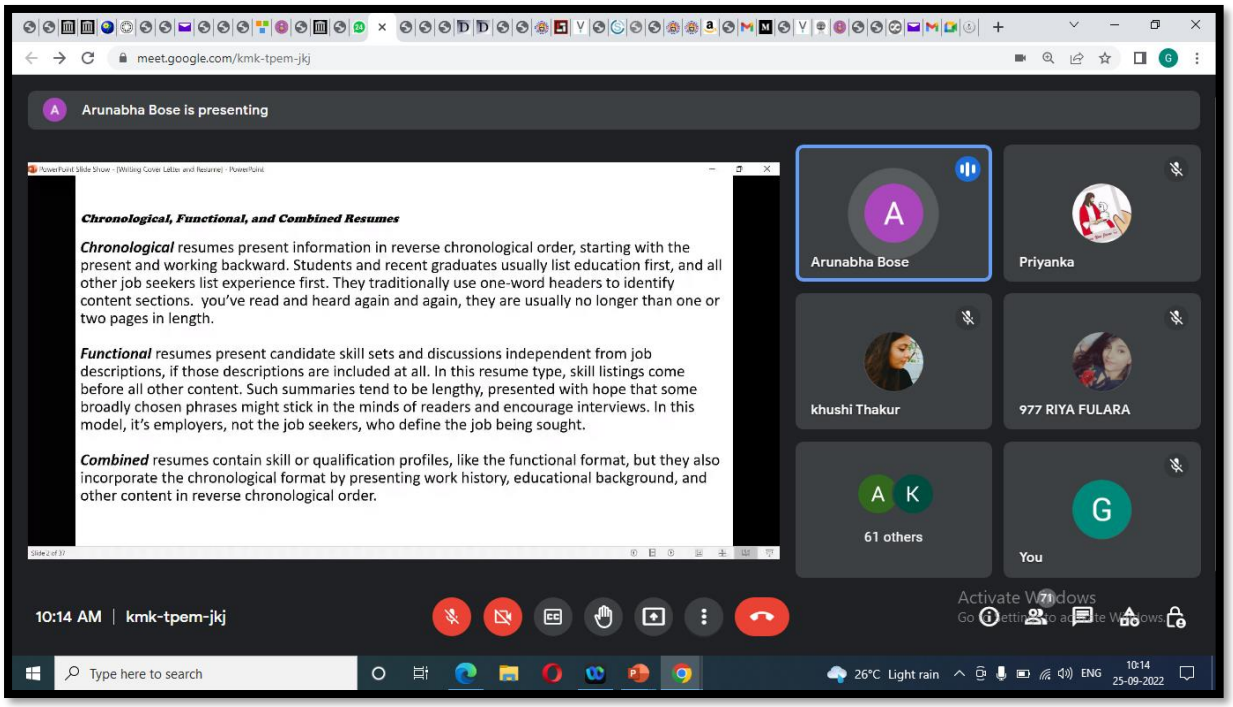
No of Teachers-2

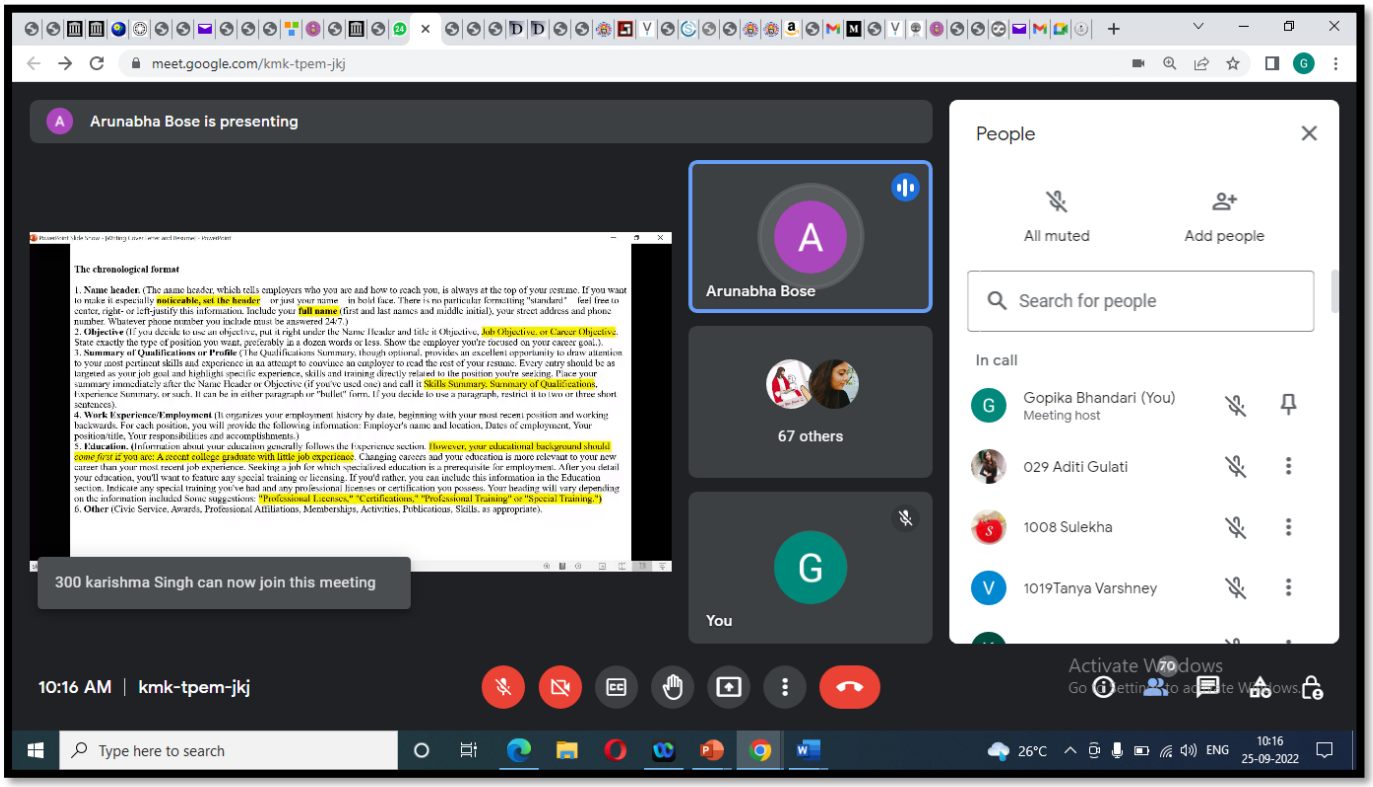
3 Resume Writing: Structuring Professional Profiles

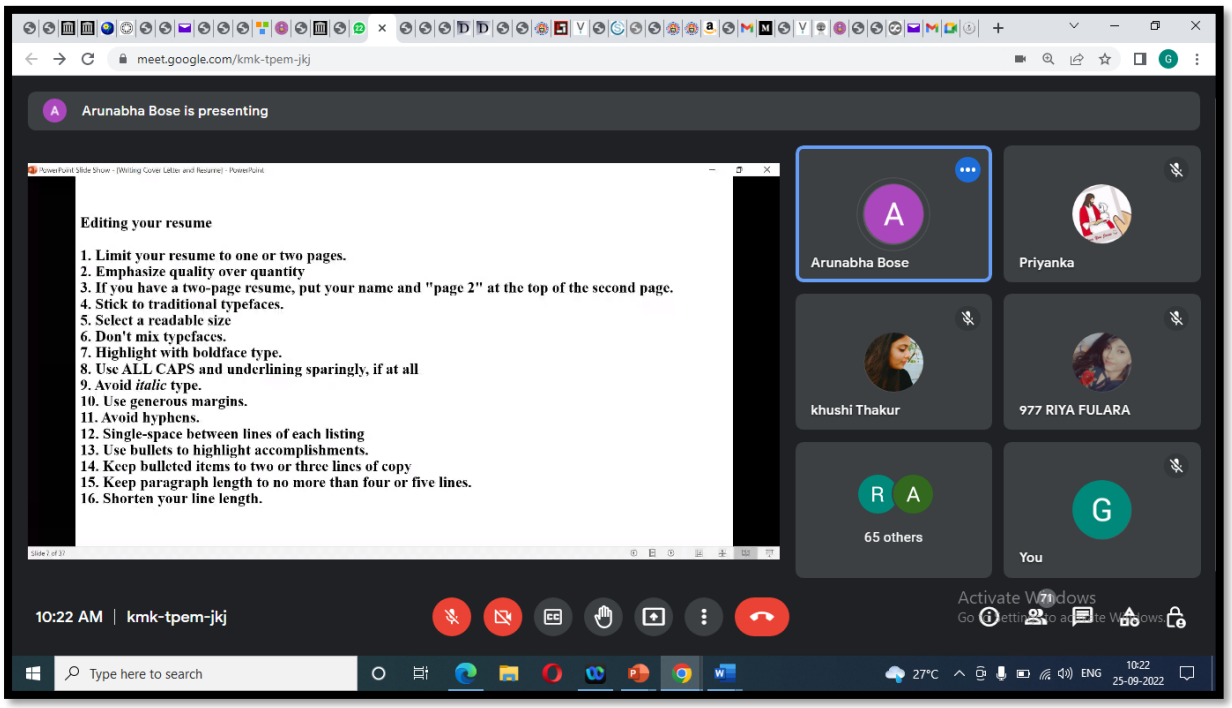
The Placement and Career Counselling Cell of Vivekananda College as part of the year long DU Centenary Celebration organised an online workshop **"Resume Writing: Structuring Professional Profiles"** on 25 September 2022, Sunday at 10:00 AM through Google Meet https://meet.google.com/kmk-tpem-jkj. The session was conducted by **Mr. Arunabha Bose**, Assistant Professor of English, Vivekananda College.

Mr. Bose introduced young Undergraduate students to types of Resumes, namely the Chronological, Functional and Hybrid Resume. He emphasised that ***Functional*** resumes present candidate skill sets and discussions independent from job descriptions, if those descriptions are included at all. In this resume type, skill listings come before all other content. He went onto enumerate that in a functional resume, candidate's qualifications, experience, and achievements are grouped into "skill areas," rather than tied to specific positions and dates. Students can moreover group qualifications depending on their career direction, but possible headings include: **Communication skills. Leadership skills. Customer service experience. Organizational skills. Technical experience. Sales experience. Management experience. Financial skills. Teaching/training skills.** Then Mr. Bose spoke about important guidelines for streamlining, formatting, and editing the Resume with emphasis in typeface, Fonts, Margins and orientation. Mr. Bose emphasised the need to use Action verbs in order to lend dynamism and impact to the Resume. With illustrative examples of a recent Commerce graduate, Applied Psychology graduate and Bachelors of Arts graduate, Mr. Bose exhibited the structuring of Resumes with Career Orientation/Goal, Career Profile/Self-Branding and Work Experience. Mr. Bose stressed the need to formulate a qualitative skill based Resume in opposition to a quantitative chronological Resume with an emphasis on converting Employment Details into personal strengths and core skills such as customer service, time management, team work and problem solving. He displayed specific examples to suggest how General Undergraduates with no experience, Commerce and Accountancy Undergraduates with No experience and Humanities Undergraduates with No Experience might organise their skill sets into decipherable and concrete objectives. He displayed slides with Skill summaries of an Accountancy and Business Administration Graduates, an Administrative Assistant Aspirant, a Community Outreach Volunteer, a Computer Programming Student and an Applied Psychology Undergraduate with minimal experience. He further underlined the need to segregated the Resume into different skill based categories such as Management Skill, Aptitude and Analytical Skill and Leadership Skill. He emphasised the need to bridge and demarcate skills acquired during Internship and Temporary employment from Volunteer work and Community services. He advised students to pay attention on marketing their employable and additional skills such as Community Outreach, Membership of Industrial Associations, Academic Achievements and Distinctions and University related Activities. Mr. Bose finally concluded his presentation with illustrative examples of Cover Letters (Solicited and Unsolicited) clearly outlining the need to demarcate the letter into three coherent and legible sections: In the First Section the candidate states the job title (and number when given), where the student saw the posting, and her/his desire to interview for the position. Later, he/she supports requests for consideration by offering an accurate assessment of his/her qualifications. In the middle section the candidate thoroughly shares with readers what he/she has learned through inventorying his/her qualifications and achievements and analyzing his/her goal-focused competencies and capabilities. This can be done simply by rephrasing the resume's qualification summary. The candidate is required to retrospectively look back, then look forward, and, most importantly, share his/her confident, future-focused views. The Cover Letter must address questions like: Why the candidate has chosen the field? What does the candidate's background have to do with the field and the function he/she wishes to serve? What are the key qualities required to serve within the desired day-to-day roles? Some of the illustrative examples he shared were Cover Letters written by an Accountancy Student, a B. Ed student, a Commerce student and a Bachelor of Arts student ranging from letters documenting professional competence to letters chronicling personal learning and growth. The session ended with an interactive session with students posing their respective queries to Mr. Bose

The session ended with Dr. Gopika Bhandari, Associate Professor, Department of History, Vivekananda College and Ms. Anshi Saxena offering the invited speaker a vote of thanks. Mr. Arunabha Bose encouraged students to draft Resumes focussing on the Qualitative Approach highlighted by him and share their output with him for a personalised tutoring session. The session was co-hosted by Ms. Vaishnavi Singh. The Workshop was conceptualised and organised by Dr. Veena Jain, Convenor of Placement and Career Counselling Cell and Associate Professor of Commerce. The workshop was attended by 71 attendees.



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Arunabha Bose is presenting
Editing your resume
1. Limit your resume to one or two pages.
2. Emphasize quality over quantity
3. If you have a two-page resume, put your name and "page 2" at the top of the second page.
4. Stick to traditional typefaces.
5. Select a readable size
6. Don't mix typefaces.
7. Highlight with boldface type.
8. Use ALL CAPS and underlining sparingly, if at all
9. Avoid italic type.
10. Use generous margins.
11. Avoid hyphens.
12. Single-space between lines of each listing
13. Use bullets to highlight accomplishments.
14. Keep bulleted items to two or three lines of copy
15. Keep paragraph length to no more than four or five lines.
16. Shorten your line length.
Arunabha Bose
Priyanka
khushi Thakur
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65 others
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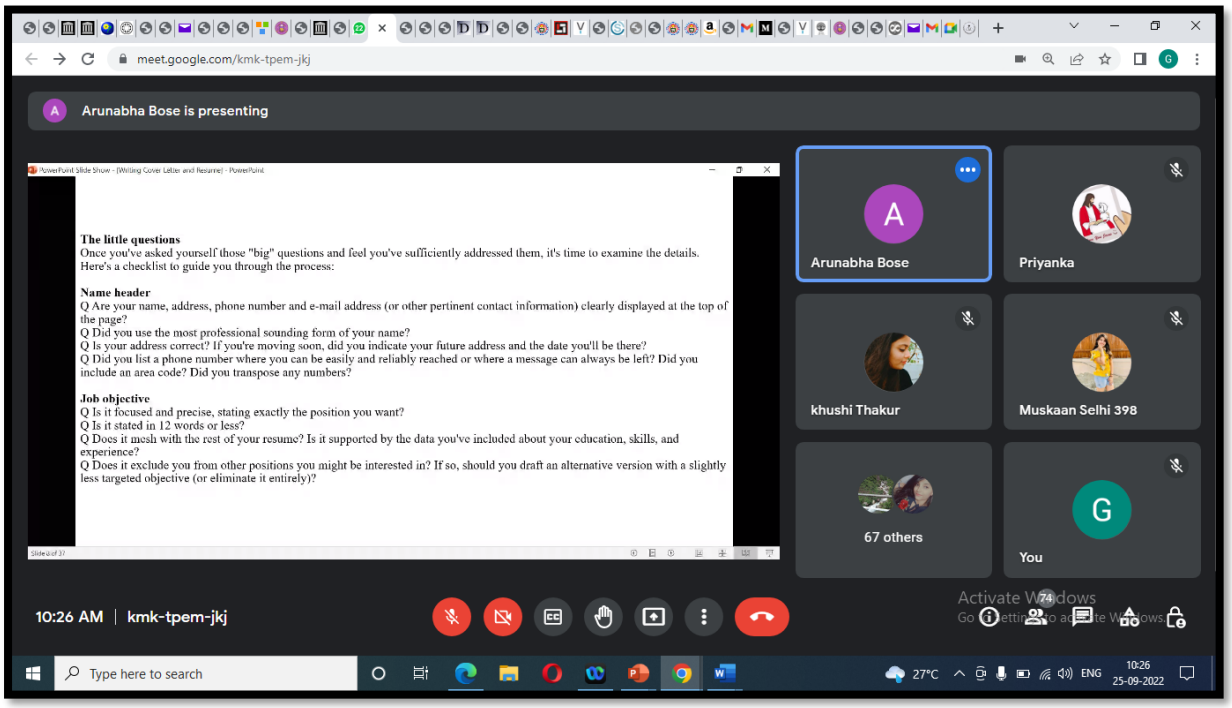
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Arunabha Bose is presenting
The little questions
Once you've asked yourself those "big" questions and feel you've sufficiently addressed them, it's time to examine the details. Here's a checklist to guide you through the process:
Name header
Q Are your name, address, phone number and e-mail address (or other pertinent contact information) clearly displayed at the top of the page?
Q Did you use the most professional sounding form of your name?
Q Is your address correct? If you're moving soon, did you indicate your future address and the date you'll be there?
Q Did you list a phone number where you can be easily and reliably reached or where a message can always be left? Did you include an area code? Did you transpose any numbers?
Job objective
Q Is it focused and precise, stating exactly the position you want?
Q Is it stated in 12 words or less?
Q Does it mesh with the rest of your resume? Is it supported by the data you've included about your education, skills, and experience?
Q Does it exclude you from other positions you might be interested in? If so, should you draft an alternative version with a slightly less targeted objective (or eliminate it entirely)?
Arunabha Bose
Priyanka
khushi Thakur
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67 others
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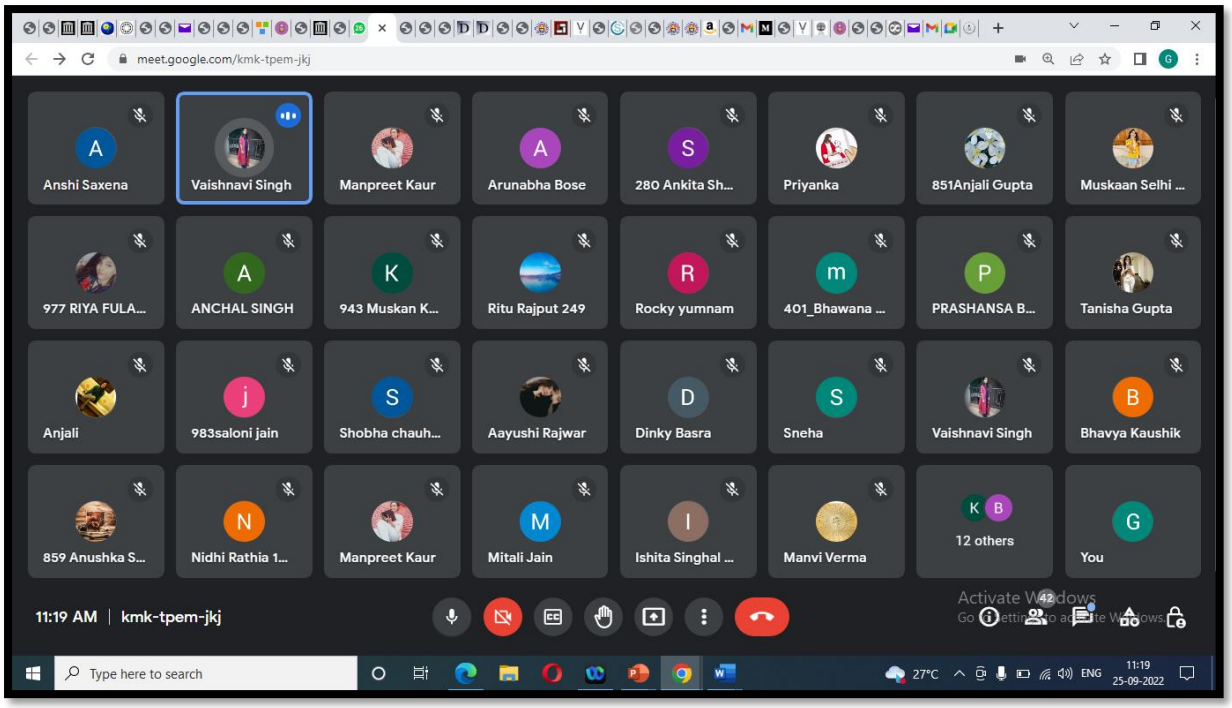
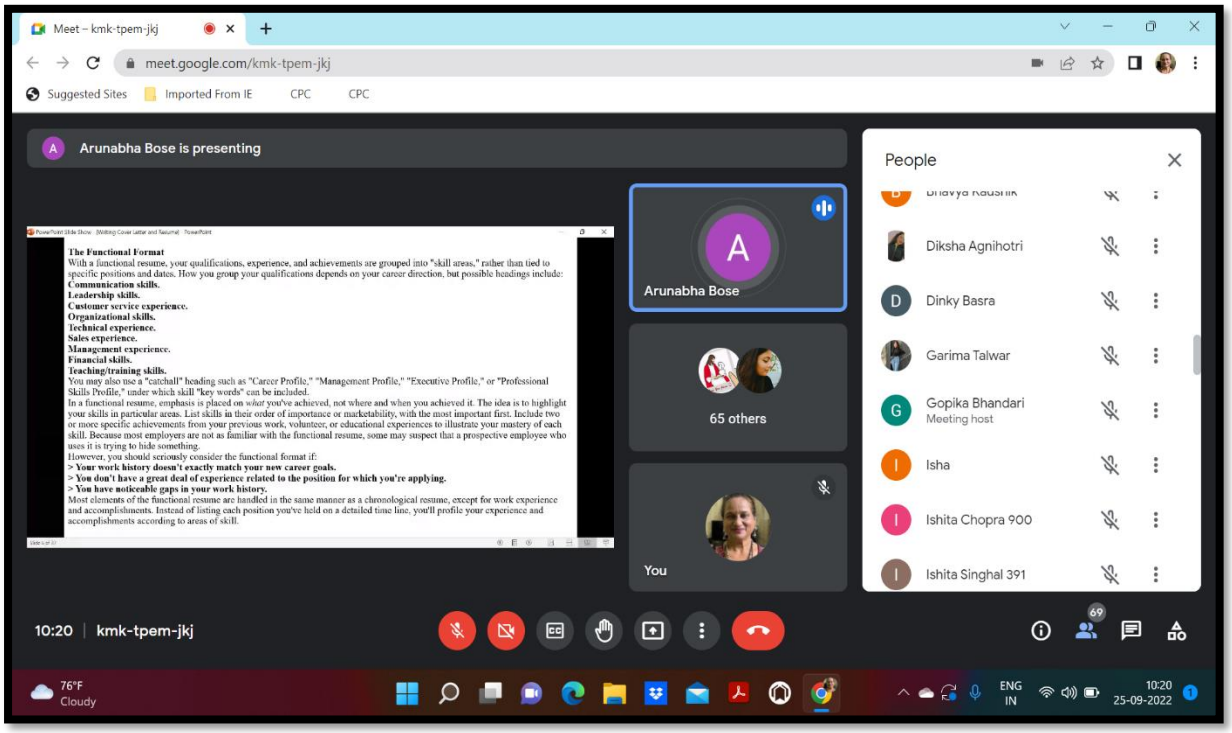




Attendance

Priyanka
khushi Thakur
977 Riya Fulara
029 Aditi Gulati

1008 Sulekha
1019 Tanya Varshney
398 Muskan Sethi
Ankita Shandilya
Vaishnavi Singh
Diksha Agnihotri
Bhavya Kaushik
Dinky Basra
Garima Talwar
Isha
Isha Chopra 900
Ishita Singhal 391
Anshi saxena
Vanshika Gupta
Vanshika Sharma
Varsha Thakur
Vasubhi Raheja
Vibha Chaudhary
Yennie Kapoor
Manpreet Kaur
831 Anjali Gupta
Anchal Singh
Ritu Rajput 249
401_Bhawana
Prashasana
Tanisha Gupta
Anjali
983 Saloni Jain
Shobha Chauhan
Aayushi Rajwar
Sneha
859 Anushka
Nidhia Rathia
Manpreet Kaur
Mitali Jain
Manvi Verma
280Ankita
Jahnavi Aggarwal
Ishita Mishra
Anshika saxena
Ayushi Raj
Kanchan Kumari
Kanishka
Preeti Yadav
Sneha Garg
Nandini
Kriti Gandhi
Anupriya Verma

Deepmala
Mansha Arora
Akanksha Mittal
Chhavi
Pooja Yadav
Jyoti Singh
Shreyanshi Sharma
Manju Sharma
Teena Sharma
Monica Yadav
Nidhi
Latika
Megha Malik
Veena Jain
Arunabha Bose
Rocky Yumman
Vedanidhi
Gopika Bhandari

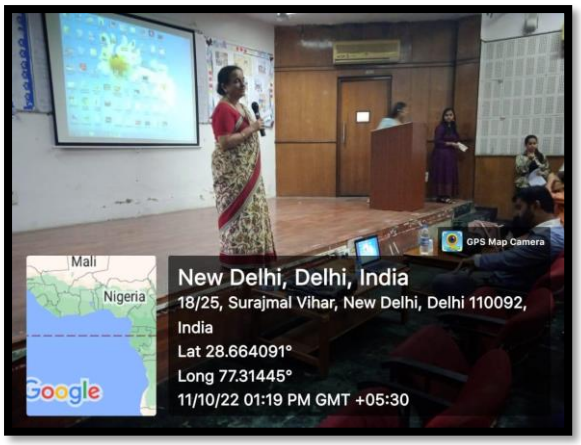
4 "Learning Skills Of Personal Branding And Cracking Placements"

The Placement and Career counselling cell of Vivekananda College organized a webinar on 11thOctober 2022, Tuesday at 12:00 PM in the Sharada Hall. The topic for the workshop was "Learning Skills Of Personal Branding And Cracking Placements". The workshop was conducted by Dr. Abdul Qadir , an experienced professor at JAIPURIA Institute of Management. The event was coordinated by Ms. Preeti Sharma. The workshop was designed to equip students about placement opportunities available after graduation.

Dr. Abdul Qadir is an academician, trainer, and consultant, having experience of 20 yrs. in the domain of HR & OB. His interests lie in the domain of Strategic HRM, HRIS, Comp. & Ben., HR Analytics and Psychometrics. To his MDP/Training endeavors, he has conducted numerous sessions on topics like; Conflict Management, Personality Mapping, Team Work Competency, Interpersonal Relations, Personal Effectiveness, Leadership Skills & Team Building and Time Management for organizations like; NTPC, IFFCO, NDDB, KRIBHCO, Tata Chemicals, NFL, Coromandel, TCIL and Bhutan Officials..

The speaker emphasized on personal branding , their facts and the areas associated with personal branding. He also focused on checklist of personal branding that include knowing ourselves and SWOT analysis; knowing the procedure; how to take charge of it; how to evaluate ourselves and some procedure to improve networking to improve personality development. The event became informative wherein the students grasp useful information and guidance required for the preparation for the placements and improvement in decision making power. He also focused on cracking some common questions that are asked during interview and strategies for managing group discussion.

The event saw a positive and encouraging response from students of all disciplines and was attended by 123 students. The session concluded with a vote of thank to the teacher Convener Dr. Veena Jain, and the Teacher Coordinators Ms. Gopika, Ms. Vishakha, Mr. Arunabha Bose and Mr. Yamunam Rocky for managing the entire event.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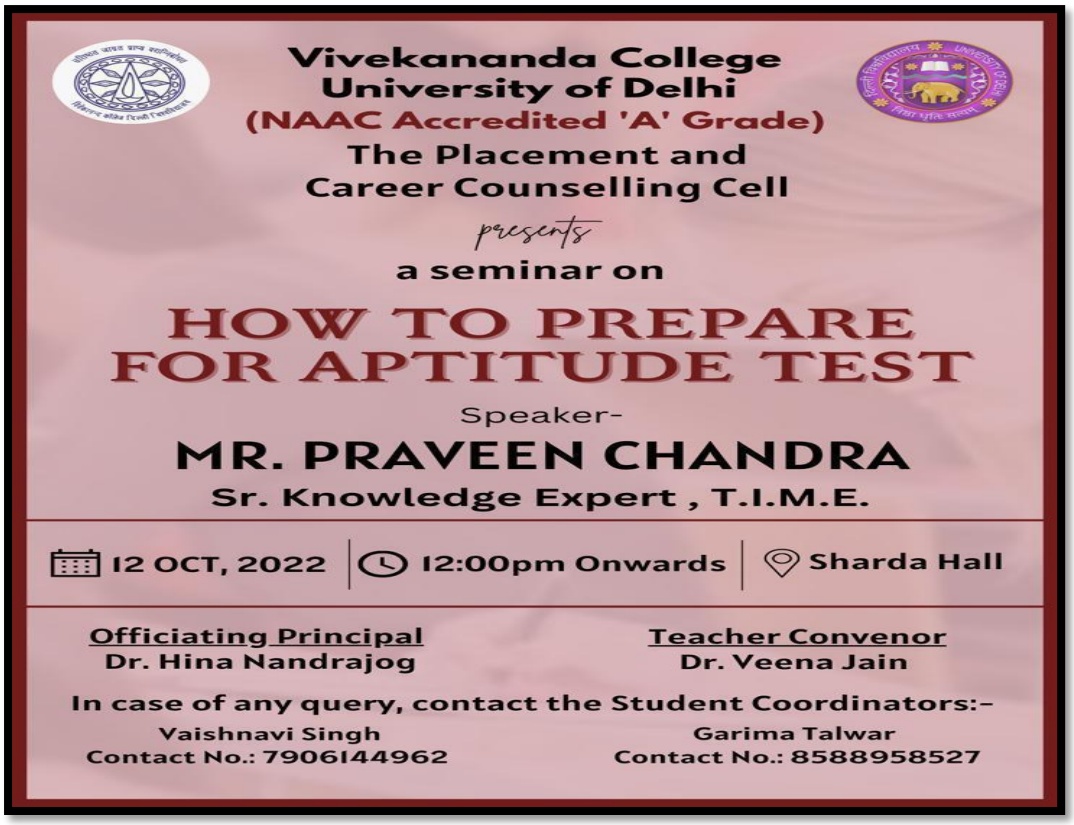
5 How to Prepare For Aptitude Test

Topic: How to Prepare For Aptitude Test
Date and Time: 12 October 2022, 12:00 PM
Speaker: Mr. Praveen Chandra

The Placement and Career counselling cell of Vivekananda College organised a workshop on 12 October 2022, Wednesday at 12:00 PM in the Sharada Hall. The topic for the workshop was "**How to Prepare for Aptitude Test**". The workshop was conducted by Mr. Praveen Chandra, an experienced faculty member at TIME (Triumphant Institute of Management Studies). The event was coordinated by Mr. Shekhar. The workshop was designed to equip students about prospective career prospects available to them after graduation.

Mr. Chandra emphasised that every competitive/recruitment process requires the indispensable skill of Aptitude. Government examinations such as UPSC and SSC, Bank PO examinations as well as entrance examinations for admission to MBA require a basic Aptitude Test. An Aptitude Test generally focuses on Three distinct areas: 1. Verbal Ability Reasoning and Comprehension (English), Quantitative Aptitude (Elementary Maths) and Logical Reasoning and Data Interpretation. The workshop primarily focused on Quantitative Aptitude, knowledge of the subject and skills such as Time Management, Decision Making Skills, Cognitive Analysis, Predictability Skills, and a Positive Mindset. Mr. Chandra emphasised that all questions have equal weightage and therefore the process of selection and elimination is crucial and the decision-making skill of the individual is of vital importance. The individual must be able to manage time under pressure. Aptitude is a combination of knowledge and skills and therefore requires practice along with revision, observation, adaptability, and quick thinking. For Quantitative Aptitude, elementary mathematical knowledge acquired till Class X is deemed sufficient. Adaptability is key to negotiating the difficulty level of the subject especially in examinations such as CAT. Mr Chandra discussed some aspects of Quantitative Aptitude by engaging the audience in a select series of MCQs based on Profit-Loss strategies, Simple Interest-Compound Interest, Simple Quadratic Equation, Cost Price-Selling Price Indexation etc. Mr. Chandra emphasised the fact that smart thinking can enable individuals to change their answering strategies by developing innovative solutions based on ready references and techniques which scan the available choices to arrive at the answers efficiently and accurately.

The event saw a positive and encouraging response from students of all disciplines and was attended by 112 students. The session concluded with a vote of thanks. Dr. Veena Jain, Associate Professor and Convenor of The Placement and Career Counselling Cell was the Teacher Coordinator for the event.


Vivekananda College
University of Delhi
(NAAC Accredited 'A' Grade)
The Placement and
Career Counselling Cell
presents
a seminar on
HOW TO PREPARE FOR APTITUDE TEST
Speaker-
MR. PRAVEEN CHANDRA
Sr. Knowledge Expert , T.I.M.E.
12 OCT, 2022
12:00pm Onwards
Sharda Hall
Officiating Principal
Dr. Hina Nandrajog
Teacher Convenor
Dr. Veena Jain
In case of any query, contact the Student Coordinators:-
Vaishnavi Singh
Contact No.: 7906144962
Garima Talwar
Contact No.: 8588958527

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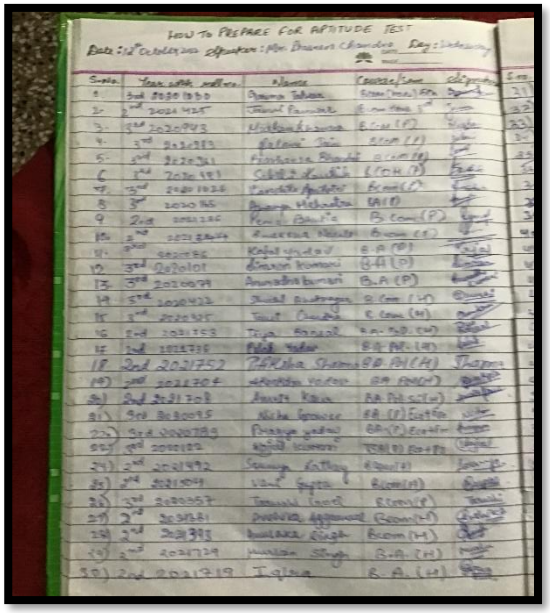
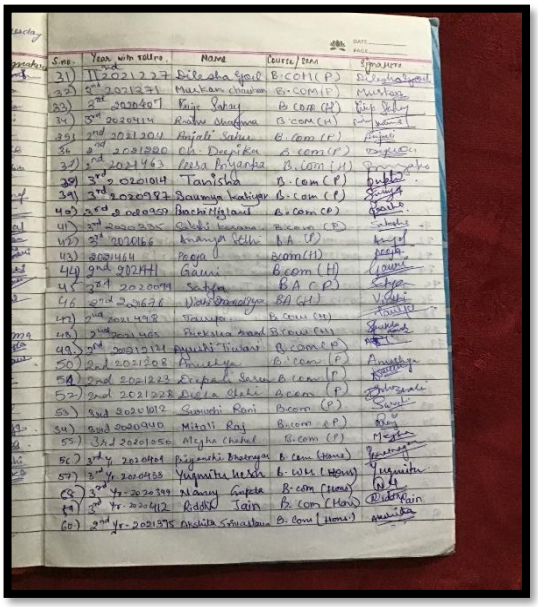
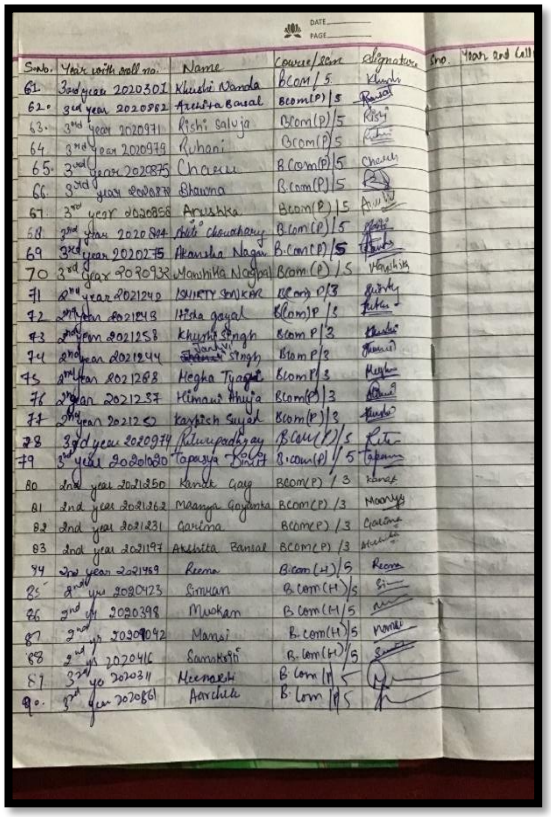
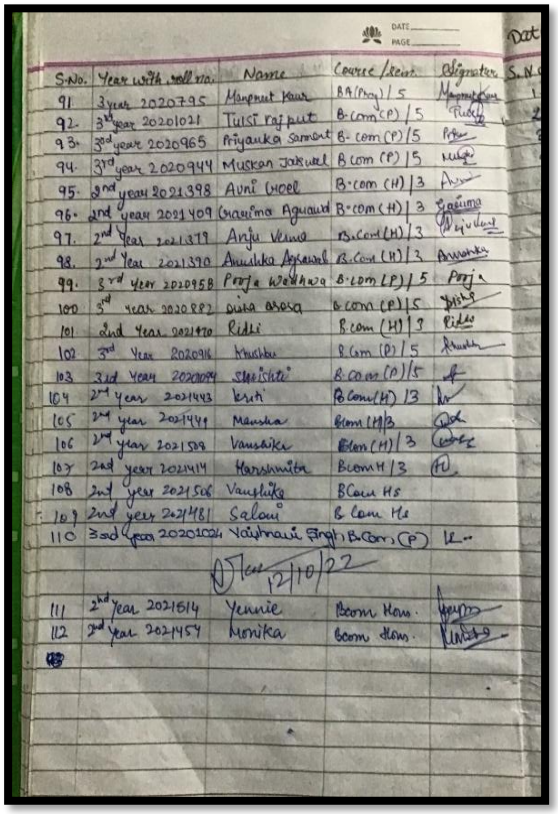

HOW TO PREPARE FOR APTITUDE TEST







6 Mass Communication and Media Studies: Eligibility and Prospects

Topic: **Mass Communication and Media Studies: Eligibility and Prospects**

Date: 20th October 2022

Resource Person : Dr. **Anugyan Nag**

The Placement and Career Counselling Cell of Vivekananda College organised a seminar on "**Mass Communication and Media Studies: Eligibility and Prospects**" as part of the DU Centenary Celebrations on 20th October 2022, Thursday at 12:00 PM in the small auditorium in the physical mode. The seminar was addressed by **Dr. Anugyan Nag**, Assistant Professor at Mass Communication Research Centre, Jamia Millia Islamia University. Dr. Nag is a distinguished filmmaker, Film Scholar with years of teaching experience and a Fulbright Fellow. Dr. Nag spoke about the concept and myths about "Media Education". He underlined the need to distinguish between the academic prospects of pursuing media education and the career prospects of media studies. He classified the concept of media studies under the distinguished criteria of – Practice and Academics. As far as academic prospects of Media Studies is concerned, Dr. Nag underlined that UGC guidelines specify that a student from any disciplinary background can enter into the discipline. However, he underlined that a background in Humanities and Social Sciences is elementary for entering into traditional fields like journalism or digital and emerging platforms. He emphasised that a command over language and diverse linguistic proficiency is necessary for entering into media studies. However, venturing into Editorial vocations requires skill-based understanding and not just Humanities Background. The NET eligibility test packages all expressions of media studies such as Print, Mass Media, PR, Social Media or Digital Media into one subject – Mass Communication and Journalism. Dr. Nag went onto emphasize the prospects of pursuing a Master or PGDM degree in Journalism/Mass Communication from IIMC, Jamia Millia Islamia's MCRC (a leading media studies centre offering 5 Masters and 3 PGDM courses), Mudra Institute of Communication, Ahmedabad (offering courses in strategic communication for Planning/Marketing/Publicity/Launch Campaigns and offers courses such as MBA in Communication Management where some of the papers taught are Media and Cultural Studies. Strategic Planning and Communication Theory), National Institute of Design, Ahmedabad (offering specialisation in Visual Communication and a diverse range of career prospects ranging from Art Director/Production Designer to Textile Designer/Animator and Advertisement Professional), FTII, Pune and Satyajit Ray Film and Television Institute, Kolkata which offer specialisation in Screenwriting, Editing, Sound Recording, Cinematography and Directing as part of it's various four-year courses. Developmental Communication which emphasizes Women's Health, Sanitation and Children's Health is in high demand and graduates are recruited by prestigious organisations such as WHO, UNESCO, UN and OXFAM. Digital Media related Courses are also being offered in Private Universities such as Ashoka, Shiv Nadar and Aziz

Premji University. Dr. Nag informed us that MCRC, Jamia Millia Islamia makes around 25 films every year for the Information and Broadcasting Ministry of Government of India and undertakes research related works such as Community Radio broadcast. As far as Career Prospects in Print Media are concerned, Dr. Nag emphasised that a young trainee is likely to recruited as a copyeditor or trainee journalist; however, students do not get recruited in Print and Television Media easily because of lack of linguistic proficiency.

Dr. Nag underscored in the next part of the lecture, the importance of preparing oneself for a career in the media. A rigorous understanding and proficiency in language – both verbal and written is indispensable for a career in Media Studies. He emphasized the need to develop skills such as editorial techniques to select/trim/clip a footage into the desired length for a story. He further encouraged students to develop an interest in regional politics and not just national politics to be familiar with regional nuances and specificities. He underlined the fact that English Journalism is still a global market leader because many countries such as China, Russia, France, Japan and Brazil have their own nationalised Global English Channels. He informed students about certain subsets of journalism such as Science Journalism especially with the emergence of Digital Platforms, Political Journalism focussing on International Affairs/International Relations (Border Conflict/Neighbourhood Conflict/Conflict and Peace Negotiation) and Climate/Environmental Journalism. Apart from the changed idea of TV which is now being live streamed through digital forums outside the country of origin, the idea of Radio has also changed with the emergence of Podcasts which is the fastest growing digital platform apart from OTT which has democratised film exhibition. Dr. Nag ended his lecture by talking about the Teaching Industry emphasizing the need to develop a profile by publishing papers in different platforms and forums. Dr. Nag underlined the fact that the modern era is the era of content creators and influencers and a full time career can be made by developing a diverse variety of content. Content writing provides practitioners with flexibility and independence but requires the authentication of information and thus ethical information gathering is of vital importance.

The session ended with a robust question-answer round where students posed a wide array of questions to Dr. Nag ranging from patterns of question papers in Entrance Examinations to prospects of applying to Foreign Universities. The session ended with a vote of thanks delivered by Mr. Arunabha Bose. The Teacher Coordinator for the event was Dr. Veena Jain, Convenor of Placement and Career Counselling Cell. Ms. Vaishnavi Singh and Ms. Garima Talwar were the student coordinators for the event. The session was attended by students of B.A. (H) English, B. Com (P) and B.A. (P). The session was attended by 105 students

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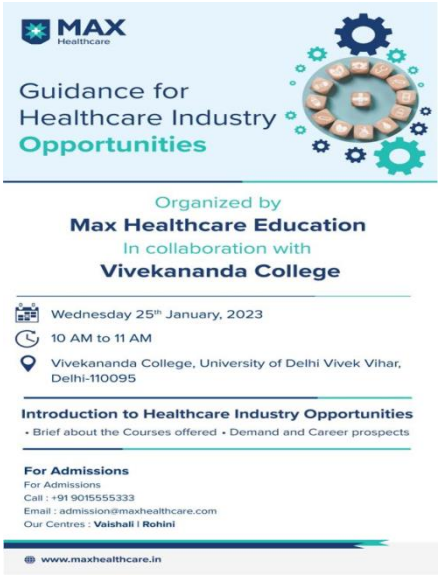
7 Guidance for Healthcare Industry Opportunities

Topic: Guidance for Healthcare Industry Opportunities

Spreaker Mr.Tarun (Max healthcare)

Date: 27/01/2023 **Venue: Sharda Hall.**

The Placement Cell of Vivekananda College, University of Delhi in collaboration with Max Healthcare organized a seminar on Guidance for Healthcare Industry Opportunities on January 27, 2023 in Sharda Hall. The seminar focused on the demands and career prospectus as well as on the course offered by Max Healthcare. The program commenced at 10am with a welcome address to our guest speaker Mr. Tarun and a brief description about Max healthcare and Max health education. Mr. Tarun, the representative of Max Healthcare begins his session by telling by explaining the real meaning of medical tourism (when a person travels to another country for medical care as the expenses are comparatively low). He also talked about the importance of medical insurance. The highlight of the session was the student friendly course which max offered to 3rd year students. the course offered 100% job guarantee to all the students who'll be doing the course. It provides clinical exposure at Max healthcare & Partner Institutions; communication, grooming and personality development; skill of MS Office & personality development; mastering in customer relationship management and interview handling skills.the duration of course is of 6 months (2month theory at Vaishali/ Rohini Centre & 4 months internship at MHC unit). Cost of course is Rs. 55,000 which was proposed to make student friendly by discounting it and by making student pay 30% at the beginning and the rest at the time of their working as an employee. The session concluded by clearing all the doubts of participants and a vote of thanks to Mr. Tarun and Max Healthcare for enriching the students with knowledge and offering such a valuable job guaranteed course.



Seminar was attended by 124 students, finally total 3 students have joined the course.

Following Students have shown interest in the course

Full Name:	College Roll No.:	E-Mail ID:	Contact No.: (Preferably WhatsApp No.)	Course:
Sakshi Singh	2020731	thakursakshi1002@gmail.com	9540742515	Bsc Hons home science
Naina Bhardwaj	2020811	nainasharma81100@gmail.com	9837155923	B. Com(P)
Vidhi Bindal	2020735	bindalvidhi710@gmail.com	9810253101	Bsc home science hons

8 Seminar on Career in Finance Domain

Topic: Seminar on Career in Finance Domain

Date:- 1st March, 2023 Wednesday Time:- 5 PM Onwards

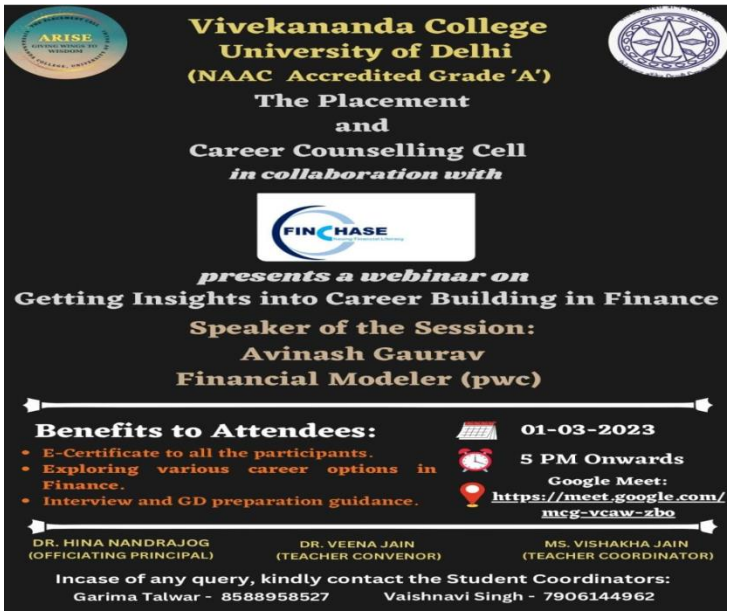
Venue:- Google Meet

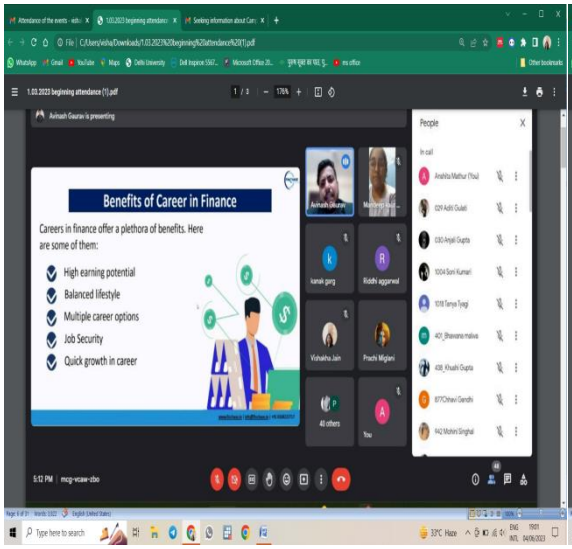
Google Meet Link:

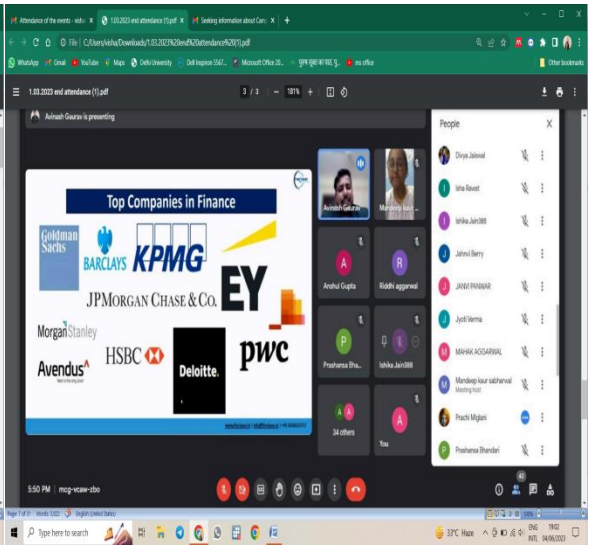
https://meet.google.com/mcg-vcaw-zbo

Resource Person: Mr. Avinash Gaurav (Associate at PwC- Financial Modelling and Valuation)

Industry exposure is provided by the industry expert for those who are interested in moving for finance domain. Total 80 students have attended the seminar. The expert has explained the challenges, pre-requites and established companies which students can target as a fresher.




Benefits of Career in Finance
Careers in finance offer a plethora of benefits. Here are some of them:
High earning potential
Balanced lifestyle
Multiple career options
Job Security
Quick growth in career


Top Companies in Finance
Goldman Sachs
BARCLAYS
KPMG
JPMORGAN CHASE & Co.
EY
Morgan Stanley
Avendus
HSBC
Deloitte.
pwc

9 Seminar On Strengthening Your Resume Through Certificate Courses

Speaker Mrs. Vishakaha Jain (Assistant Professor, Vivekananda College)

Dated: 7/2/2023

Place: Sharda Hall, Vivekananda College, University of Delhi

Time-11:00 AM to 12:00 Noon

Report on the Seminar:

"In today's world it is extremely important to have awareness as there are plenty of resources with the today's generation," was the gist of today's seminar. The seminar, hence emphasize on the importance of certification courses to boost the resume The seminar saw a good participation and students from all courses and departments were invited for the seminar. The speaker discussed with the students the skills required in the times of today. These included learning foreign language, MS Excel, PowerBi, Financial Accounting and many other. Not only this, she discussed with the students the sources from where they can self learn these skills. The sources included NPTEL, CourseEra, Google Garage and others. The seminar concluded with the fact that these courses require immense discipline and willingness to pursue. In the end, the questions were asked by the participants and the queries were resolved.

Event was attended by 56 students

Up gradation of Skills and its certification
GPS Map Camera
New Delhi, Delhi, India
394, It Staff Colony, Vivek Vihar, New Delhi, Delhi 110095, India
Lat 28.666052°
Long 77.314284°
07/02/23 11:13 AM GMT +05:30
Google

GPS Map Camera
New Delhi, Delhi, India
394, It Staff Colony, Vivek Vihar, New Delhi, Delhi 110095, India
Lat 28.666058°
Long 77.314312°
07/02/23 11:54 AM GMT +05:30
Google

10 Peer Mentorship Session on First Step Towards Building A Career

Speaker: Ms. Medha Sharma (student, B.A(P), Vivekananda College)

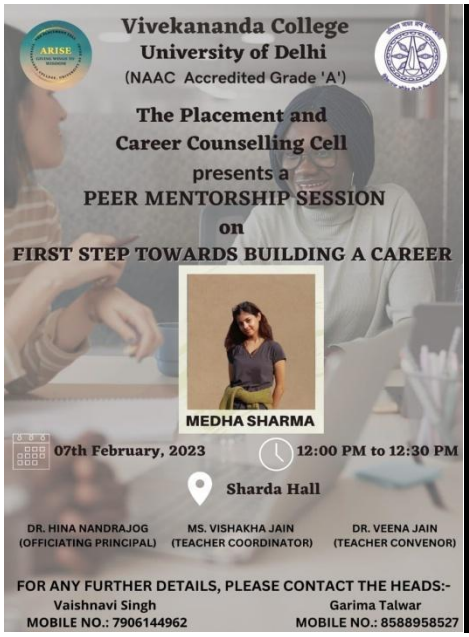
Dated: 7/2/2023

Place: Sharda Hall, Vivekananda College, University of Delhi

Time-12:00 PM to 1:00 Noon

Report on the Seminar:

"The best way to sharpen skills is to use them," was the gist of the seminar conducted by Ms. Medha today. The seminar emphasized on the required skill set for the corporate world. The skill set, hence required is technical, analytical and soft skills. The speaker also emphasize on the importance of each skill set in the corporate world. According to her, having such a good skill set helps in building the personality and grooming the worth. The speaker also addressed the sources to acquire such skills. These included the online sources primarily, like NPTEL Portal, Course Era, etc. Importance of internships was also duly highlighted. Famous online portals like Internshala, LinkedIn, and many other were also bought to light of the students who attended the seminar. The seminar witnessed a large participation by the audience. It ended with a positive feedback and a question answer session.



11 Session on Starting Your Journey as a Writer

Speaker: Ms. Muskan and Ms.Mahi

Dated: 7/2/2023

Place: Sharda Hall, Vivekananda College, University of Delhi

Time-1:00 PM to 2:00 Noon

Report on the Seminar:

Words can be spoken as well as written. What is the best when these written words become your career that day? Witnessing the times of today, the Placement cell of Vivekananda College conducted a seminar on Starting Your Journey as a Writer by Ms. Muskan Khanna and Ms. Mahi. In the seminar, the advantages of having a creative writing skills were highlighted. These included transforming your career as a proof reader, writer, creative writer, content writer, etc. differences between Content Writing as well as Creative Writing were also adhered by the speakers. Tips to stand out in the crowd were also duly discussed. Prospects of being an editor, translator, content writer, translator were also bought to light by the Speakers. The speakers spoke really well, and were appreciated for their presentation. The seminar ended on a good note, and saw a great participation. The question answer session was also very fruitful and informative for all.

12 Resume Writing: Structuring Professional Profiles

Speaker: Mr. Arunabha Bose (Assistant Professor, Vivekananda College)

Dated: 8/2/2023

Place: Sharda Hall, Vivekananda College, University of Delhi

Time-11:00 AM to 12:00 Noon

Report on the Seminar:

The Placement and Career Counselling Cell of Vivekananda College as part of the year long DU Centenary Celebration organised an online workshop **"Resume Writing: Structuring Professional Profiles"** on 8 February 2023, Wednesday at 10:00 AM in Sharada Hall. The session was conducted by **Mr. Arunabha Bose**, Assistant Professor of English, Vivekananda College.

Mr. Bose introduced young Undergraduate students to types of Resumes, namely the Chronological, Functional and Hybrid Resume. He emphasised that ***Functional*** resumes present candidate skill sets and discussions independent from job descriptions, if those descriptions are included at all. In this resume type, skill listings come before all other content. He went onto enumerate that in a functional resume, candidate's qualifications, experience, and achievements are grouped into "skill areas," rather than tied to specific positions and dates. Students can moreover group qualifications depending on their career direction, but possible headings include: **Communication skills. Leadership skills. Customer service experience. Organizational skills. Technical experience. Sales experience. Management experience. Financial skills. Teaching/training skills.** Then Mr. Bose spoke about important guidelines for streamlining, formatting, and editing the Resume with emphasis in typeface, Fonts, Margins and orientation. Mr. Bose emphasised the need to use Action verbs in order to lend dynamism and impact to the Resume. With illustrative examples of a recent Commerce graduate, Applied Psychology graduate and Bachelors of Arts graduate, Mr. Bose exhibited the structuring of Resumes with Career Orientation/Goal, Career Profile/Self-Branding and Work Experience. Mr. Bose stressed the need to formulate a qualitative skill based Resume in opposition to a quantitative chronological Resume with an emphasis on converting Employment Details into personal strengths and core skills such as customer service, time management, team work and problem solving. He displayed specific examples to suggest how General Undergraduates with no experience, Commerce and Accountancy Undergraduates with No experience and Humanities Undergraduates with No Experience might organise their skill sets into decipherable and concrete objectives. He displayed slides with Skill summaries of an Accountancy and Business Administration Graduates, an Administrative Assistant Aspirant, a Community Outreach Volunteer, a Computer Programming Student and an Applied Psychology Undergraduate with minimal experience. He further underlined the need to segregated the Resume into different skill based categories such as Management Skill, Aptitude and Analytical Skill and Leadership Skill. He emphasised the need to bridge and demarcate skills acquired during Internship and Temporary employment from Volunteer work and Community services. He advised students to pay attention on marketing their employable and additional skills such as Community Outreach, Membership of Industrial Associations, Academic Achievements and Distinctions and University related Activities. Mr. Bose finally concluded his presentation with illustrative examples of Cover Letters (Solicited and Unsolicited) clearly outlining the need to demarcate the letter into three coherent and legible sections: In the First Section the candidate states the job title (and number when given), where the student saw the posting, and her/his desire to interview for the position. Later, he/she supports requests for consideration by offering an accurate assessment of his/her qualifications. In the middle section the candidate thoroughly shares with readers what he/she has learned through inventorying his/her qualifications and achievements and analyzing his/her goal-focused competencies and capabilities. This can be done simply by rephrasing the resume's qualification summary. The candidate

is required to retrospectively look back, then look forward, and, most importantly, share his/her confident, future-focused views. The Cover Letter must address questions like: Why the candidate has chosen the field? What does the candidate's background have to do with the field and the function he/she wishes to serve? What are the key qualities required to serve within the desired day-to-day roles? Some of the illustrative examples he shared were Cover Letters written by an Accountancy Student, a B. Ed student, a Commerce student and a Bachelor of Arts student ranging from letters documenting professional competence to letters chronicling personal learning and growth. The session ended with an interactive session with students posing their respective queries to Mr. Bose

The session ended with Dr. Gopika Bhandari, Associate Professor, Department of History, Vivekananda College and Ms. Anshi Saxena offering the invited speaker a vote of thanks. Mr. Arunabha Bose encouraged students to draft Resumes focussing on the Qualitative Approach highlighted by him and share their output with him for a personalised tutoring session. The session was co-hosted by Ms. Vaishnavi Singh. The Workshop was conceptualised and organised by Dr. Veena Jain, Convenor of Placement and Career Counselling Cell and Associate Professor of Commerce. The workshop was attended by 109 attendees.

13 Topic: How to Choose Right Career Path by Ms. Shivani Sharma

Speaker: Ms. Shivani Sharma

Date- 29/03/2023 Venue: Sharda hall

Report:

A speaker session on How to Choose Right Career Path by Ms. Shivani Sharma was conducted by the Placement Cell of the college. The objective of the session was to enlighten the students about their choice while choosing their right career path. The session began with the speaker's introduction, who is a Tedx Speaker and has been Ms. Asia. Being the alumni of the college, she was able to relate with the students and guide them on a personal level. The session was attended by approximate 100 students and it turned out to be very beneficial for the students as the speaker was from the college.

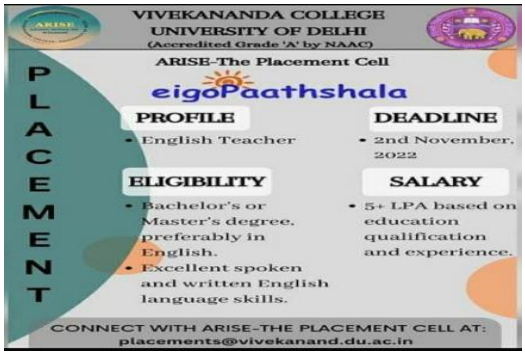
The event ended with a question-answer round and a round of applause for the speaker.

GPS Map Camera
Delhi, Delhi, India
M887+FPQ Sharda Hall Vivekananda College DU, Rd Number 71, Vivek Vihar, Delhi, 110092, India
Lat 28.66611°
Leng 77.314273°
29/03/23 12:13 PM GMT +05:30
Google

14 Placement Drive of Eigo Pathshala

Title of Event: Placement Drive of Eigo Pathshala
Company: Eigo Pathshala
Teacher Coordinator: Ms. Vishakaha Jain

Total 10 students have applied for the profile but later students get to know about the bond so no one finally given their consent to sign the bond by the company.

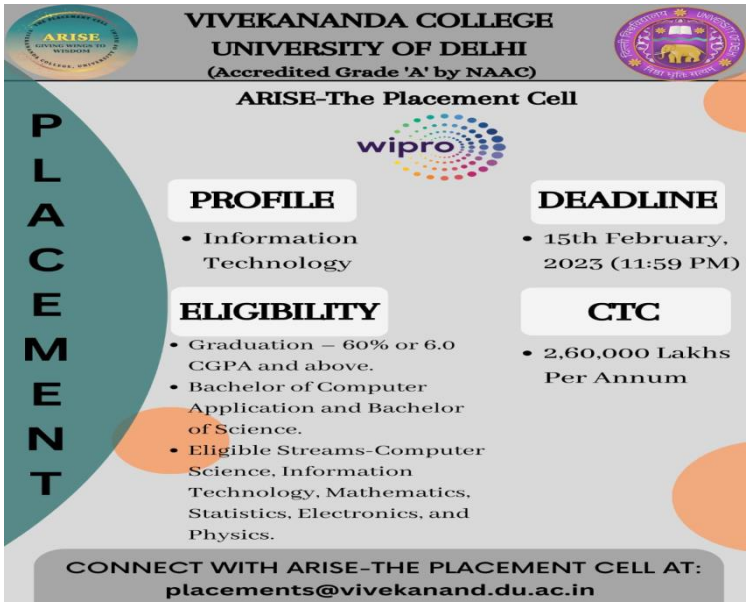


15 Placement Drive for Wipro

Title of Event: Placement Drive for Wipro

Company : Wipro

Teacher Coordinator: Ms. Vishakaha Jain
Total 5 students have applied for the post



16 Placement Drive of ICICI Bank

Title of Event: Placement Drive of ICICI Bank

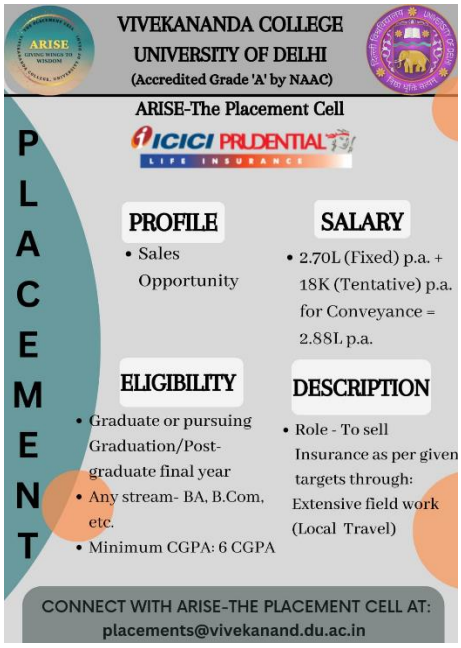
Organized by: ICICI Bank
Teacher Coordinator: Ms. Vishakaha Jain

Recruitment Drive for the position of Sales opportunity was conducted by ICICI Bank in the office campus of ICICI Bank for the final year students of all the courses of the college. The CTC that was being offered was 2.88 LPA. The objective of the drive was to recruit the students for the said position and to provide them exposure to the interview process.

The drive had a single round, which consisted of the interview process.

…… students were recruited from the college, while others got an idea as to how the recruitment takes place.

In the end, the feedback session was conducted by the recruiters which turned out to be beneficial as the students had a great experience. Affixed below is the poster of the drive.



17 Company : Delta Ex

Company : Delta Ex

Position: Inside Sales

Teacher Coordinator: Ms. Vishakaha Jain
Location: Pune

DeltaX is a Data-Driven Digital Advertising Platform built for Agencies and Advertisers to optimally plan, design, buy, track, attribute and report ad campaigns across search, social media, display RTB, Mobile, the platform serves as the pioneer in the Advertising Technology Industry. The cutting edge technology has empowered digital marketing teams across the globe with deep insights, automated ROI based spends optimization, activating award winning technology- driven campaigns.

About Inside Sales Specialist role:

DeltaX is looking for a motivated and well-spoken candidate to join our Sales team. You will beresponsible for developing new leads, communicating with potential customers, and pre-qualifying leads via email, cold calling, LinkedIn reach outs, etc.

Students were send to the office of the company for the aptitude test.

Course:	LinkedIn Account Handle Link:	Which Location would you Prefer to Work?	Role interested in applying for?
B.Com(P)	https://www.linkedin.com/in/vidhi-shukla-42a708200	Pune	Account Management/Client Success
Bcom	No	Hyderabad	Account Management/Client Success
Bcom prog	https://www.linkedin.com/in/archita-rathore-55a168235	Pune	Digital Marketing Champion
B.com	No	Hyderabad	Account Management/Client Success
B.com(p)	No	Pune	Account Management/Client Success
Ba programming (computer & Maths)	No	Pune	Account Management/Client Success
Bcom	https://www.linkedin.com/in/disha-joshi-1bb1b91b9	Pune	Account Management/Client Success
BA (programe) english and French	No	Pune	Account Management/Client Success
BA programme (computer applications+elective english)	No	Hyderabad	Digital Marketing Champion
Bcom program	https://www.linkedin.com/in/anushka-sharma-529a58223	Hyderabad	Digital Marketing Champion
B.A.program(Economics+french)	https://www.linkedin.com/in/satya-tiwari-98a464251	Pune	Account Management/Client Success
Bcom Prog	https://www.linkedin.com/in/khushi-verma-a00793257	Hyderabad	Digital Marketing Champion
Bcom program	https://www.linkedin.com/in/gaurangi-agarwal-701a78206	Pune	Account Management/Client Success
BA prog (English + French)	No	Pune	Account Management/Client Success

B.com programming	No	Pune	Digital Marketing Champion
Bcom program	https://www.linkedin.com/in/nisha-kumari-975055249	Pune	Account Management/Client Success
Bcom (P)	No	Pune	Account Management/Client Success
b.com(p)	No	Pune	Account Management/Client Success
BA programme (Economics + French)	No	Hyderabad	Digital Marketing Champion
English honours	No	Pune	Digital Marketing Champion
B. Com (P)	No	Pune	Digital Marketing Champion
Bcom programme	No	Kolkata	Digital Marketing Champion

18 . Placement Drive of EQMS Global

Title of Event: Placement Drive of EQMS Global
Company: EQMS Global
Teacher Coordinator: Ms. Vishakaha Jain

Summary:

Recruitment Drive for the post of Accounts and Business Development was conducted by EQMS Global, Delhi in the college premises. All the undergraduate students who had a CGPA above 5.5 were eligible for the placement drive.

The objective of the placement drive was to provide the students teh job for the above said role. The CTC being offered for the same was 2.16-2.40 LPA.
14 students appeared in the drive, out of which 3 are shortlisted/ recruited for the role.

Affixed is the poster of the drive.

S. No	Profile	Name	Status
1	BD	Archita Bansal	No
2	BD	Shreya Dixit	No
3	BD	Archita	Yes
4	BD	Nishita Vohra	Yes
5	BD	Kritika Garg	No
6	BD	Ayushi Sharma	No
7	Accounts	Disha Joshi	No
8	BD	Khushi Verma	Yes
9	Accounts	Aarchi Arora	No
10	BD	Nidhi Sharma	Yes
11	Accounts	Prerna Sukhija	reschedule
12	BD	Harshita	No
13	BD	Mansi	reschedule
14	BD	Satya Tiwari	reschedule

19 Placement Drive of Infonative Solutions

Title of Event: Placement Drive of Infonative Solutions
Company: Infonative Solutions
Teacher Coordinator: Ms. Vishakaha Jain
Date: 24 Feb 2023 Venue Lab 10
Summary:

Recruitment Drive for the post of Instructional Design Analyst was conducted by Infonative Solutions, Delhi in the college premises. All the final year students with creative approach towards thinking, and those who had strong communication skills with a hands-on experience on Microsoft Office were eligible for the job role.

The objective of the placement drive was to provide the students with the job opportunity and to give them exposure of the recruitment process.
…..students appeared in the drive, out of which ……were shortlisted/ recruited for the role.

Affixed is the poster of the drive.

Total 25 Students appeared for the 1 round on interview.
1. Kaumudi Singh
2. Manshika Nagpal
3. Vidhi Shukla
4.Mahek Chawla
5. Mansi Chaprana
6. Chandrani Basu
7. Chetna Malhotra
8. Kshma Tiwari
9. Archita Rathore
10. Khushi Verma
11. Mitushi Sharma
12. Navneeta Jha

13. Deepika Sharma
14. Shobha chauhan
15. Pranjal Jain
16. Kamakshi Arora
17. Riddhi Jain
18. Mahi Mishra
19. Jarooza
20. Medha Shrivastava
21. Anushka singh
22. Kanisha Dhyani
23. Saloni Jain
24. Muskan Khanna
25. Kumud Bhatt

4 students have shportlisted by the company for online Test.

User Name	User Email	Mobile	Total Marks	Best Score	Percentage
Kaumudi Singh	kaumudisingh2202@gmail.com	8840166807	40	25	63%
Manshika Nagpal	manshikanagpal2@gmail.com		40	21	53%
Medha Shrivastava	medhashrivastava13@gmail.com	9304967539	40	22	55%
Chandrani Basu	chandranibasu928@gmail.com	9873201250	40	22	55%

20. Recruitment Drive by ISOURCE

Report of Recruitment Drive by ISOURCE

Organised by: ISOURCE

Teacher Coordinator: Ms. Vishakaha Jain

Recruitment Drive for the Internship for carious roles such as Project Coordinator, Research Associate, etc. cum Job for the position of Inside Sales was organised by ISOURCE, Dwarka Centre for the college students, at their office campus, who were pursuing third year in any discipline. (Preferably Management). The objective of the drive was to prepare the students or the corporate world ahead. The stipend that was offered was 15,000-20,000 per month and the CTC was 2.5-7 Lakh p.a.

The recruitment was carried forward by the company themselves and students got an exposure for the interview process and job profile, through screening round.

Total 19 Students have applied for the opportunity.

Full Name:	College Roll No.	Phone No.	E-Mail ID:	Course:
Khushi Verma	2020921	8368523967	khushichaudhary038@gmail.com	Bcom Prog
Vanshika Madan	2020259	7982589218	vanshikamadan39@gmail.com	BA PROGRAM (HISTORY + POLITICAL SCIENCE)
Ananya Srivastava	2020850	7827672002	ananyasrivastav2611@gmail.com	B.com
Neha	2020074	7289962645	neha23.2020.03@gmail.com	BA program
Kaysha Trivedi	2020915	8126607776	kayshatrivedi08@gmail.com	Bcom program
Pranjal Jain	2020506	8527784549	pranjaljaing@gmail.com	English honours
Soni Kumari	20201004	9958205709	sonypandit6789@gmail.com	B.com (p)
Shruti Rajput	2020342	9411050088	shrutirajput1115@gmail.com	B.com (p)
Chanchal Tiwari	2020031	9311734828	tiwarichanchal.28@gmail.com	BA programme (elective english+ computer applications)
Vanshika Kwatra	20201025	8178143532	Keatravanshika8@gmail.com	Bcom
Kshma Tiwari	2020807	8287763176	Kshmatiwari06@gmail.com	B.com program
Vidhi Shukla	20201030	8449235516	vidhi15shukla@gmail.com	B.com(P)
Vibha	20201029	8630154474	baliyanvibha9@gmail.com	B.com Programme

Geetanjali	2020071	9717732963	2020071@vivekanand.du.ac.in	BA programme (political science+computer application)
Pooja Jadoun	Vivekananda College	8595694036	poojajadoun11@gmail.com	B.com (P)
Esha Sharma	2020887	9310769452	eshashrma20@gmail.com	Bcom Program
Chandani Kumari	2020874	9311074391	chandani5942ch@gmail.com	B. Com
Shrishti Tomar	20201094	9389781106	shrishtitomar07@gmail.com	B.com (Program)
Ruhani	2020979	8901596776	ruhanimehndiratta020@gmail.com	B.com program

21. Recruitment Drive- D E Shaw & Co

Pakage : 21 Lakhs per annum

Teacher Coordinator: Ms. Vishakaha Jain

The company has offered the highest package for our students, Total 28 students have applied for the post.

22 Recruitment Drive- Planify Capital Ltd.

Recruitment Drive- Planify Capital Ltd.

Organised by- Planify Capital Pvt. Ltd

A recruitment drive for the post of Financial Analyst and Invest banking was conducted by Planify Capital Pvt Ltd, Gurugram. The target group for the same was the final year students of Bachelor of Commerce (Hons) and Bachelor of Commerce Programme. The objective of this drive was to recruit the students from the campus for the pre-placement opportunity for the said role and upskill them for the Accounting and Networking Skills.
The CTC that was being offered was 6.50 LPA for Financial Analyst and 8.5+ LPA for the Investment Banking.
The recruitment process involved screening through the interview and this gave the students an exposure about the interview and recruitment process.

Full Name:	College Roll No.:	Phone No.:	E-Mail ID:	Course:
Soni Kumari	20201004	9958205709	sonypandit6789@gmail.com	B.Com (Prog.)
Disha joshi	2020881	8076427448	dishajoshi2807@gmail.com	B.Com (Prog.)
Esha Sharma	2020887	9310769452	eshashrma20@gmail.com	B.Com (Prog.)
Sanskriti chaturvedi	20084504047	7575838347	sanskriti00001@gmail.com	B.Com (Hons.)
EKTA BHATT	2020386	7302324564	me.ekta425@gmail.com	B.Com (Hons.)
Tanisha Gandhi	20201015	9711602002	gandhitanisha23@gmail.com	B.Com (Prog.)
Chetna Malhotra	2020876	9311545402	Chetnamalhotra910@gmail.com	B.Com (Prog.)
Ananya Srivastava	2020850	7827672002	ananyasrivastav2611@gmail.com	B.Com (Prog.)
khushi Thakur	2020918	9205231789	khushithakur.rajput@gmail.com	B.Com (Prog.)
Garima Talwar	20201080	8588958527	garimatalwar2001@gmail.com	B.Com (Hons.)
Vidhi Shukla	20201030	8449235516	vidhi15shukla@gmail.com	B.Com (Prog.)
Ishita Chopra	2020900	9319265429	ishitachopraa13@gmail.com	B.Com (Prog.)
Srishti Gosain	20201006	9311987078	Gosainsrishti3@gmail.com	B.Com (Prog.)
Kshma Tiwari	2020807	8287763176	Kshmatiwari06@gmail.com	B.Com (Prog.)
Archita Rathore	2020861	8299833104	architarathore123@gmail.com	B.Com (Prog.)

Vaishnavi Singh	20201024	7906144962	vaishnavisingh.az@gmail.com	B.Com (Prog.)

23 Placement Drive of Max Healthcare

Title of Event: Placement Drive of Max Healthcare
Date: 18th April 2023
Organized by: Max Healthcare
Teacher Coordinator: Ms. Vishakaha Jain
Venue: Lab 10

Summary:

The recruitment drive for the position of Digital Sales Team Agent was conducted by Max healthcare in the college. The objective of the drive was to give students an opportunity for the corporate world, and exposure of the recruitment process. Students from the third year appeared in the event. 22 students had registered for the drive, out of which 15 Showed up.
The drive was divided into two rounds- one being written and the other one being the interview round, in which a typing test was also being conducted by the recruiters.
Before the drive, a session describing the job opportunity and roles was also conducted.
From the students' perspective, the drive gave them exposure as to how to apply for jobs and prepare accordingly.
The drive, however, ended on a good note, the results being yet to be announced.

Total 8 students have shortlisted by the HR for final round

Placed Students

	Student Name	Program	Designation	Company	
1	Vaishnavi Singh	B.com(P)	Mangement Trainee	Wise FinServ	550,400
				Safe Ledger Pvt l	204000
2	Aditi bansal	B.com(H)	PMS and Resarch Analyst	Globe Capital M	360,000
3	Khushi Verma	Bcom(P)		Overlays Clothir	180,000
4	Yugmita Kesh	B.Com(H)	Marketing Excutive	Data Trained	336,000
5	Muskan Khanna	B.com(P)			

Safe Ledger
Private Limited

OFFER LETTER

Dear **Vaishnavi Singh,**

We would like to formally offer you the position of ***Finance Operation Associate*** *.Your* total ***remuneration*** will be ***Rs. 17,000 per month*** .Your joining date will be ***21 August 2023 (Monday).***

You shall be initially on probation for a period of 90 days, before being considered for absorption as a regular employee.However, the organisation reserves the right to extend the probation, if required. During your probation, your services can be terminated without assigning any reason with one month notice or gross salary in lieu of notice. In case you decide to resign from your position during the probation period you will have to provide at least 1 month notice to the company in writing to hr@registerkaro.in. and srihari@registerkaro.in The notice period after the probation period will be 3 months. Unless it is communicated to you that you are confirmed in writing, you will be deemed to be under probation.

You shall not disclose any confidential and proprietary information to anyone who is not authorised to obtain the same. You would be required to sign a ***Non-Disclosure Agreement (NDA)*** in this regard at the time of your joining the organisation.

JOB DESCRIPTION:

1. ***Working Hours***: Your regular working hours in the company are from 9:30AM IST to 7:00PM IST.
2. ***Working Days:*** You would be required to work for 6 days. Sunday will be off.
3. ***Training period:*** The duration of the training period will be one month. No salary will be provided if you leave during the training period.
4. ***Holidays*****:** 3 Sick leaves will be provided after the probation period and 12 casual leaves would be provided every year. One casual leave will be granted every month from the date of joining, which can be used after the probation period.
5. ***Location:*** *96 A, Udyog Vihar, Dundahera Village, Sector 20, Gurugram, Haryana 122016, India.*

At the time of your joining, kindly carry the copies of the following documents along with the originals.

1. Passport Size Photographs – 2 Nos
2. Aadhar Card
3. PAN Card
4. Copy of signed offer letter
5. Original Educational Certificate for validation

Safe Ledger Private Limited welcomes you and offers a pleasant atmosphere to work and hope that the association will be mutually beneficial and meaningful.

With best wishes,

For ***Safe Ledger Private Limited***

I hereby accept the terms and conditions of the employment mentioned in this order.
Name of Employee:
Signature:
Date

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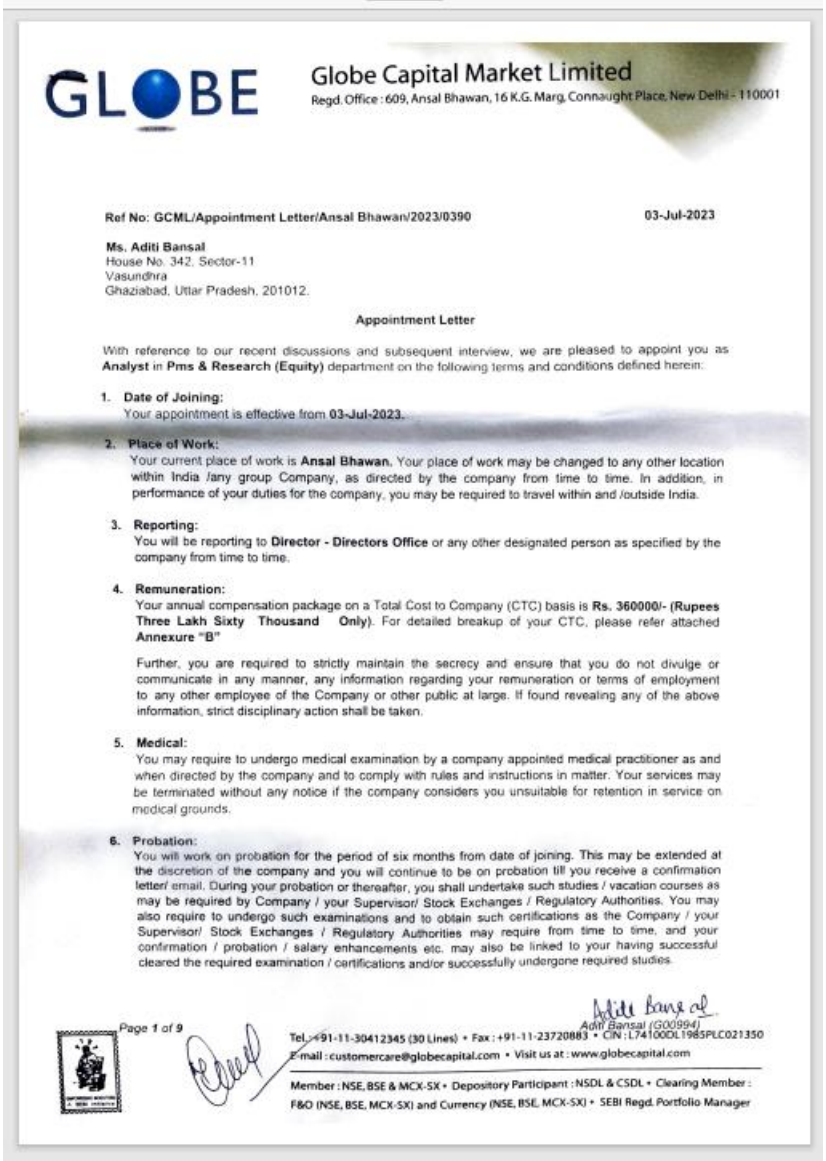
www.registerkaro.in

Aditi Bansal



GLOBE

Globe Capital Market Limited
Regd. Office : 609, Ansal Bhawan, 16 K.G. Marg, Connaught Place, New Delhi - 110001

Ref No: GCML/Appointment Letter/Ansal Bhawan/2023/0390 **03-Jul-2023**

Ms. Aditi Bansal
House No. 342, Sector-11
Vasundhra
Ghaziabad, Uttar Pradesh, 201012.

Appointment Letter

With reference to our recent discussions and subsequent interview, we are pleased to appoint you as **Analyst** in **Pms & Research (Equity)** department on the following terms and conditions defined herein:

1. **Date of Joining:**
   Your appointment is effective from **03-Jul-2023.**

2. **Place of Work:**
   Your current place of work is **Ansal Bhawan.** Your place of work may be changed to any other location within India /any group Company, as directed by the company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and /outside India.

3. **Reporting:**
   You will be reporting to **Director - Directors Office** or any other designated person as specified by the company from time to time.

4. **Remuneration:**
   Your annual compensation package on a Total Cost to Company (CTC) basis is **Rs. 360000/- (Rupees Three Lakh Sixty Thousand Only)**. For detailed breakup of your CTC, please refer attached **Annexure "B"**

   Further, you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

5. **Medical:**
   You may require to undergo medical examination by a company appointed medical practitioner as and when directed by the company and to comply with rules and instructions in matter. Your services may be terminated without any notice if the company considers you unsuitable for retention in service on medical grounds.

6. **Probation:**
   You will work on probation for the period of six months from date of joining. This may be extended at the discretion of the company and you will continue to be on probation till you receive a confirmation letter/ email. During your probation or thereafter, you shall undertake such studies / vacation courses as may be required by Company / your Supervisor/ Stock Exchanges / Regulatory Authorities. You may also require to undergo such examinations and to obtain such certifications as the Company / your Supervisor/ Stock Exchanges / Regulatory Authorities may require from time to time, and your confirmation / probation / salary enhancements etc. may also be linked to your having successful cleared the required examination / certifications and/or successfully undergone required studies.

Aditi Bansal (G00994)

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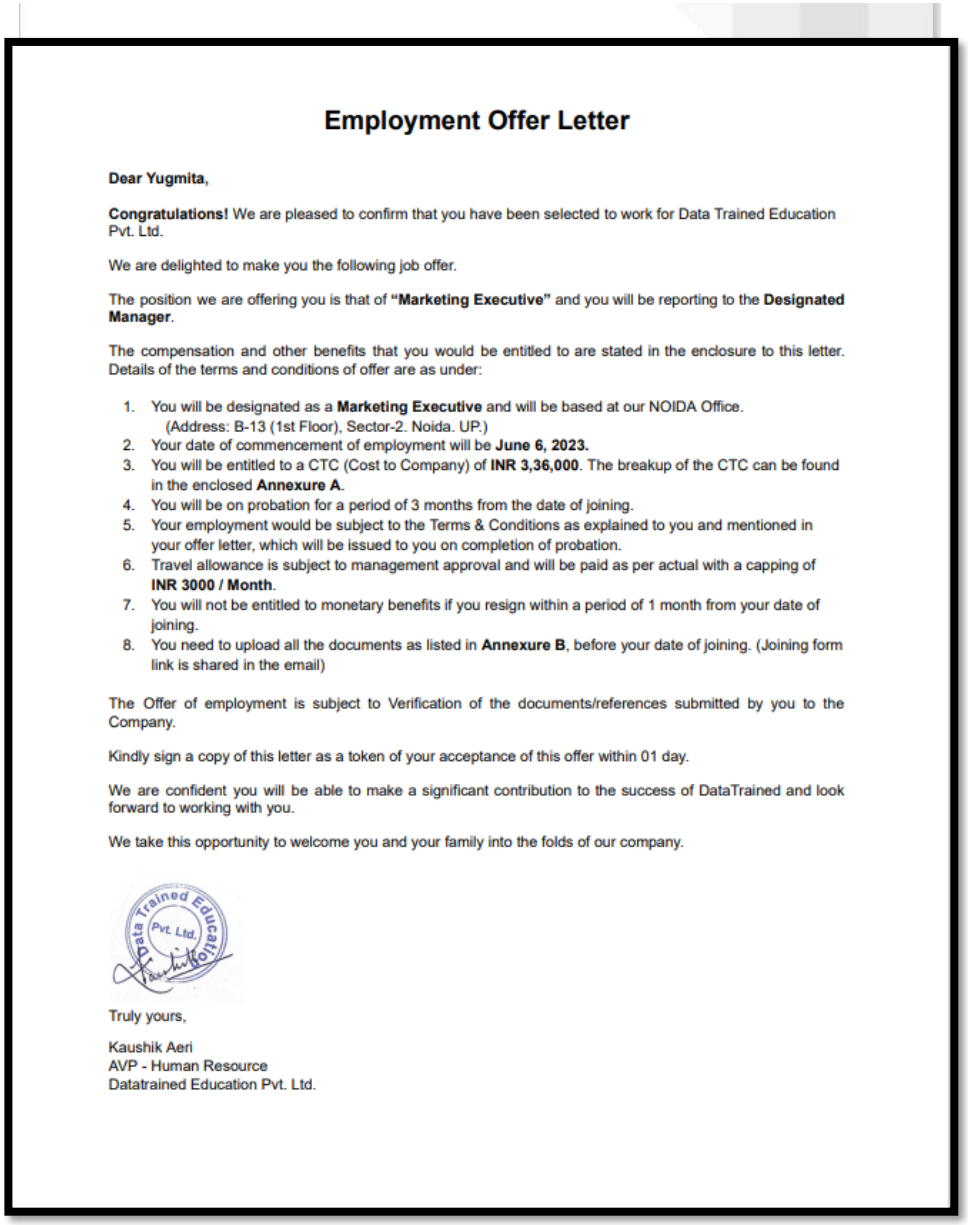
Tel.: +91-11-30412345 (30 Lines) • Fax : +91-11-23720883 • CIN : L74100DL1985PLC021350
E-mail : customercare@globecapital.com • Visit us at : www.globecapital.com

Member : NSE, BSE & MCX-SX • Depository Participant : NSDL & CSDL • Clearing Member : F&O (NSE, BSE, MCX-SX) and Currency (NSE, BSE, MCX-SX) • SEBI Regd. Portfolio Manager

Khushi Verma



Employment Offer Letter

Dear Yugmita,

Congratulations! We are pleased to confirm that you have been selected to work for Data Trained Education Pvt. Ltd.

We are delighted to make you the following job offer.

The position we are offering you is that of **"Marketing Executive"** and you will be reporting to the **Designated Manager**.

The compensation and other benefits that you would be entitled to are stated in the enclosure to this letter. Details of the terms and conditions of offer are as under:

1. You will be designated as a **Marketing Executive** and will be based at our NOIDA Office. (Address: B-13 (1st Floor), Sector-2. Noida. UP.)
2. Your date of commencement of employment will be **June 6, 2023.**
3. You will be entitled to a CTC (Cost to Company) of **INR 3,36,000**. The breakup of the CTC can be found in the enclosed **Annexure A**.
4. You will be on probation for a period of 3 months from the date of joining.
5. Your employment would be subject to the Terms & Conditions as explained to you and mentioned in your offer letter, which will be issued to you on completion of probation.
6. Travel allowance is subject to management approval and will be paid as per actual with a capping of **INR 3000 / Month**.
7. You will not be entitled to monetary benefits if you resign within a period of 1 month from your date of joining.
8. You need to upload all the documents as listed in **Annexure B**, before your date of joining. (Joining form link is shared in the email)

The Offer of employment is subject to Verification of the documents/references submitted by you to the Company.

Kindly sign a copy of this letter as a token of your acceptance of this offer within 01 day.

We are confident you will be able to make a significant contribution to the success of DataTrained and look forward to working with you.

We take this opportunity to welcome you and your family into the folds of our company.

Truly yours,

Kaushik Aeri
AVP - Human Resource
Datatrained Education Pvt. Ltd.