

**CHHOTUBHAI GOPALBHAI PATEL INSTITUTE OF TECHNOLOGY**  
**Department of Electronics & Communication Engineering and**  
**Information & Communication Technology**  
**A REPORT**  
**On**  
**SEMINAR ON “RESUME WRITING”**

<b>Organizing Department</b>	<b>Department of Electronics and communication Engineering /Information and Communication Technology</b>
<b>Patron</b>	Prof. B.M. Vadher, Director, CGPIT.
<b>Convenor</b>	Dr. Mayank Kapadia, Head EC/ICT Department, CGPIT
<b>Programme Coordinator</b>	Prof. Nita Patil, Prof. Nupur V. Pathak, Prof. Chintan Desai
<b>Target Audience</b>	UG Students
<b>Total Number of Participants</b>	13
<b>Date of Programme</b>	15 <sup>th</sup> March, 2024
<b>Invited Speakers</b>	Mr. Parth D Bhatt, Assistant Professor, Training Coordinator, Uka Tarsadia University

**Schedule of Seminar:**

<b>Timing</b>	<b>Topics</b>	<b>Session Details</b>	<b>Speaker Details</b>
<b>2.30 PM - 2:35 PM</b>	<b>Inaugural Session</b>	<ul style="list-style-type: none"> <li>Opening remarks by Prof. Chintan Desai.</li> <li>Introduction to the Seminar objectives and schedule.</li> </ul>	Mr. Parth D Bhatt, Assistant Professor, Training Coordinator, Uka Tarsadia University.
<b>2.35 PM - 3.20 PM</b>	<b>Session 1:</b> <ul style="list-style-type: none"> <li>Information about Resume writing.</li> </ul>	<ul style="list-style-type: none"> <li>What is Resume writing?</li> <li>Types of Resumes.</li> <li>Difference between those types.</li> <li>Examples of professional resume writing skills.</li> </ul>	
<b>3:20 PM - 3:25 PM</b>	<b>Session 2:</b> Doubt solving and feedback session	<ul style="list-style-type: none"> <li>The doubt is being solved by the speaker regarding the whole session and feedback is delivered by a student if ICT.</li> </ul>	
<b>3.25 PM - 3.30 PM</b>	<b>Session 3:</b> Thanks giving by Head of the Department Dr. Mayank Kapadia	<ul style="list-style-type: none"> <li>Head of the Department, Dr. Mayank Kapadia has given a vote of thanks.</li> </ul>	

## **Details of the Seminar:**

### **Preamble:**

Department of Electronics & Communication Engineering/Information and Communication Technology, CGPIT, UTU held a Seminar on March 15<sup>th</sup>, 2024, which saw the participation of 13 attendees comprising students from B. Tech programs, including Information and Communication Technology, Electronics and Communication Engineering.

The seminar commenced with an opening address delivered by Prof. Chintan Desai from EC department. The Head of EC/ICT, Dr. Mayank Kapadia has given a vote of thanks.

Prof. B.M. Vadher, the esteemed Director of CGPIT, commended the EC/ICT Department for organizing such an impactful seminar and praised their exemplary coordination.

Throughout the event, the program coordinator ensured smooth facilitation.

### **Session Details:**

#### **Conducted on 15<sup>th</sup> March, 2024**

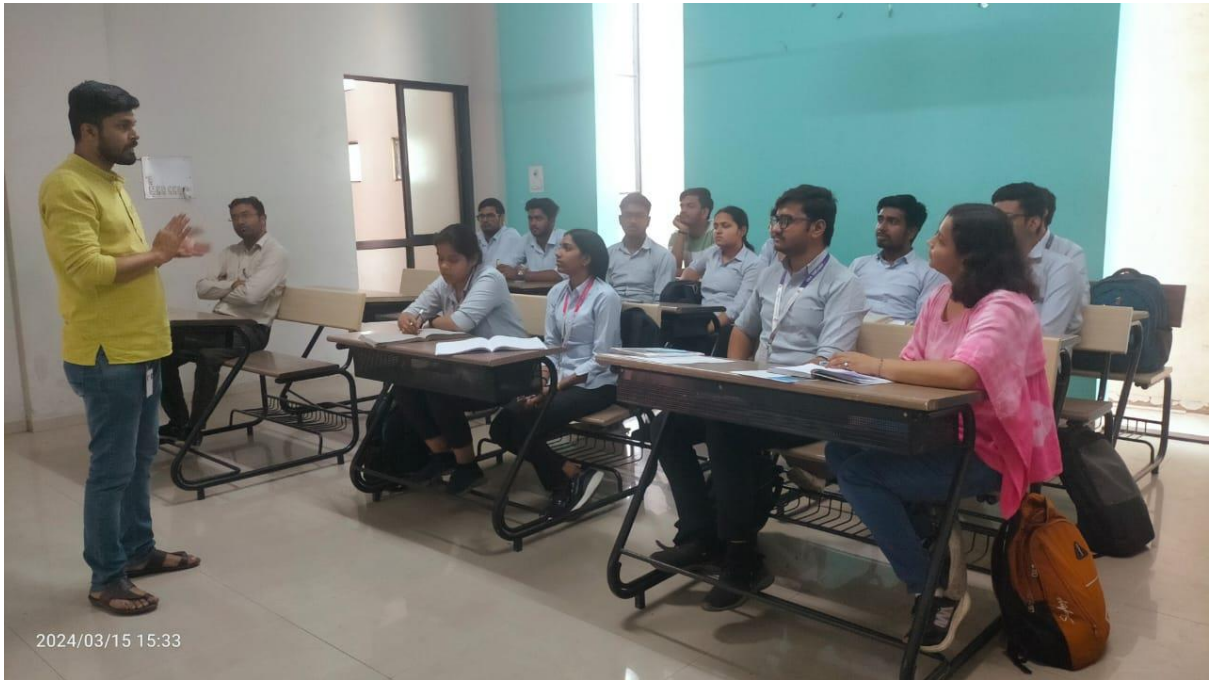
- What is Resume writing?
- Types of Resumes.
- Difference between those types.
- Examples of professional resume writing skills.

(Above contents were delivered by Mr. Parth D Bhatt, Assistant Professor, Training Coordinator, Uka Tarsadia University.)

### **Glimpse of the Workshop:**



### **The Speaker**



**The Speaker**



**Group photo**