



RAMAIAH
College of Arts, Science
& Commerce

ಎಮ್ ಎಸ್ ರಾಮಯ್ಯ ಕಲಾ, ವಿಜ್ಞಾನ ಮತ್ತು ವಾಣಿಜ್ಯ ಕಾಲೇಜು

M S Ramaiah College of Arts, Science and Commerce

Re-accredited 'A' by NAAC, Permanently Affiliated to Bengaluru City University,
Approved by Government of Karnataka, Approved by AICTE, New Delhi,
Recognized by UGC under 2f & 12B of UGC act 1956



(National Institutional Ranking Framework, Ministry of Education, Govt of India)

Ranked 62nd in NIRF India Ranking by MHRD, New Delhi

DBT Star College Scheme

Ref: MSRCASC/CSc/21-22/009

Date: 13/12/2021

CIRCULAR

Department of Computer Science

Department of Computer Science is organizing Career guidance seminar on “**Resume building and Interview Tips**” on 14th December 2021 for final year BCA students. All the students are requested to be present before 12.30pm in the seminar hall.

Resource Person: Mr. Muthanna M U
Tax analyst EY
EY and Unisys

Lal
HOD 12/21

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Heck
Principal

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Department of Computer Science

Report on

Career Guidance on Resume Building and Interview Tips

Date: 14/12/2021

Time: 12:30 PM

Venue: Seminar Hall

Resource Person: Mr Muthanna M U

Tax analyst EY

EY and Unisys, Bangalore

Participants: 45 students (3rd year BCA)

Objective of the program: You never get a second chance to make a first impression. The impression you give a potential employer via your resume or an interview is usually your only opportunity to communicate that you're the right person for the job - so make it count.

It is often difficult to "sell" yourself and respond to "Tell me something about yourself." A great way to respond is by using transferable skills. Unlike job-related skills (e.g., used a cash register), these skills can be applied in every occupation. Below is a list of transferable skills. Check off 5-8 words that apply to your school activities, volunteer work, and/or current or previous jobs The session was represented by **Mr Muthanna M U**, Tax analyst EY, EY and Unisys, Bangalore.

COMMON INTERVIEW QUESTIONS: The following are sample questions that are typically asked of interviewees. Some questions are designed to get specific details while other questions are designed to get a feel for your personality and character. It is a great idea to decide how you would answer these questions beforehand.

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Questions You Can Ask During the Interview: At the end of a job interview, the interviewer may ask, "Do you have any questions?" The interviewer will expect you to have intelligent, well-thought-out questions that indicate you have some knowledge of the job for which you are applying. Also, it reveals how well you listened to the interviewer. Do your research and ask appropriate questions? Here are some examples. Would you describe the duties I would be performing? What would be the time frame for filling this position? If hired, who will be my supervisor? How would I be trained or introduced to the job? With whom would I be working with and what are their duties? How would my performance be evaluated? Who would evaluate me and when? Can someone in this position be promoted? If so, to what position? Of your most successful employees, what characteristics do they possess that helped them to be successful? What is the customer service philosophy of your company? What is the best part about working here?

INTERVIEWER CHECKLIST

1. Appearance – overall grooming, dress, posture, and appropriateness
2. Sociability – overall warmth and friendliness
3. Handshake – firm and confident
4. Eye contact – ability to look directly at you during interview
5. Composure – overall confidence in responding to questions
6. Conversation – ability to speak clearly, using proper language, grammar, and tone
7. Responses – the questions were answered honestly, seriously, and completely, ability to "sell" him/herself with appropriate responses
8. Courtesy – ability to show respect and interest
9. Job application – neatly written and complete
10. Resume – clear, concise, positive, typed, technically correct
11. Interviewer comments:

Outcomes: To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Invites you to an
Career Guidance Seminar
on
Resume building and interview Tips



About the College

M S Ramaiah College of Arts, Science and Commerce was established in 1994 by our founder Late Dr. M S Ramaiah offering both under graduate and post graduate degrees offered by Bengaluru Central University approved by AICTE, New Delhi, recognized by the Government of Karnataka. The college is also recognized by UGC under 2f and 12b of UGC Act 1956, re-accredited "A" grade by NAAC.

About Session

You never get a second chance to make a first impression. The impression you give a potential employer via your resume or an interview is usually your only opportunity to communicate that you're the right person for the job - so make it count.

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Conveners

Dr Prathiba V K_HOD CS
Mrs Hari Priya Asst Prof
Mrs Suma C Asst.Prof
Mr Laxmipathi V Asst Prof
Mrs Srividhya Asst Prof
Mrs Vaishali D Asst Prof
Mrs Shilpa N Asst Prof

Patrons

Sri M R Janakiram Director, GEF
Sri M R Kodandaram Director, GEF
Sri B S Ramprasad Chief Executive GEF(E & GS)
Sri G Ramachandra Chief of Finance GEF(E &GS)
Dr. A. Nagarathna, Principal MSRCASC

Resource Person

Mr Muthanna M U
Tax analyst EY
EY and Unisys

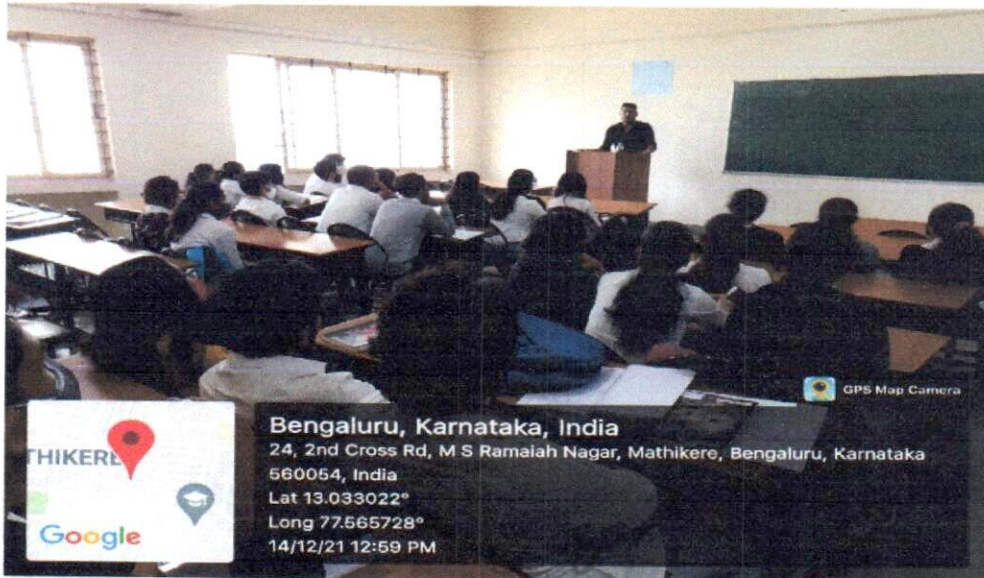
Date: 14 December, 2021

Place: Seminar Hall

Time: 12:30pm

Skill Enhancement Program on Resume building and interview Tips

14/12/2021



Aneela
Principal,
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Department of Computer Science
Career Guidance - Resume Building and Interview Tips
Date: 14th December 2021

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