



JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.

Tel : 022 2824 5527 / 83568 67783 | Email : jescollegecom@gmail.com | Web : jescollege.edu.in

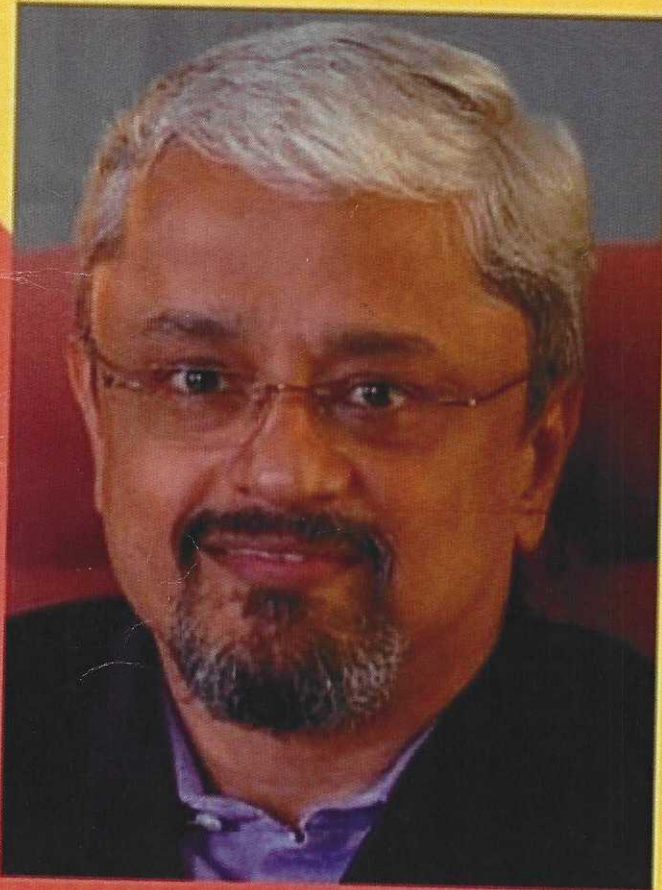
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**Jogeshwari Education Society's
JES COLLEGE OF COMMERCE
SCIENCE & INFORMATION TECHNOLOGY
(AFFILIATED TO MUMBAI UNIVERSITY)**

A ONE DAY WORKSHOP

HOW TO BUILD YOUR RESUME?

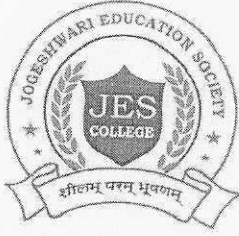


Guest Speaker :
Mr. Sarvottam Rege
[FCMA (India), CMA (USA)]

**NOV 05, 2022
TIME: 09-11 AM
VENUE: 208, JES CAMPUS**



Organising by:
Dr Prashant H. Shelar (Principal)
Mrs. Rachana Shetye (Incharge of Placement Cell)



Jogeshwari Education Society's
JES COLLEGE OF COMMERCE
SCIENCE & INFORMATION TECHNOLOGY
(AFFILIATED TO MUMBAI UNIVERSITY)

NOTICE

Placement Cell

3rd Novemeber,2022

Placement Cell is organizing one day workshop on "How to Build Your Resume" for all Third Year students. The objective of the workshop is to improve the chances of getting interview calls from various organizations.

Details of the Program:

Date: 5th November, 2022

Time: 9:00 am - 11:00 am

Place: Block no: 208, JES Education Complex

Hope this workshop will extend maximum benefits to all.

Warm Regards,

Mrs. Rachana Shetye

Co-Ordinator, Placement cell



Dr. Prashant Shelar

Principal



JOGESHWARI EDUCATION SOCIETY
**JES COLLEGE OF COMMERCE &
 INFORMATION TECHNOLOGY**

Caves Road; Arvind Gandbhair Campus; Opp. Rly. Stn.; Jogeshwari (East); Mumbai 400060.

Activity Report

Association / Department / Cell:	placement Cell
Event / Theme of event:	How to Build Your Resume? (workshop)
Event Committee In-charge:	Prof. Raehana Shetye.
Spokesperson / Collaborative agency:	Mr. Sarvottam Rege. CMA (USA), FCMA (India)
Date / Time:	5 th November, 2022
Venue / Platform:	208 block, JES Campus.
Objective:	<ul style="list-style-type: none"> To know that How to prepare a professional resume that reflects their skills, knowledge and education. To know them that what to said in interview so that they can feed as confident as possible.
Outcome:	<ul style="list-style-type: none"> Understand how to decide between the different types of Interview. Learn different resume formats and the advantages and disadvantages of each.
Target Audience:	All Third Year student's [Male-43 Female-64]
No. of Beneficiaries:	107 students = 43 (M) & 64 (F)
Feedback:	<ul style="list-style-type: none"> 96.2% participants felt that the topic was helpful for them for their career. 100% participants felt that the workshop enhanced their practical understanding

P. Shetye
PRINCIPAL

JOGESHWARI EDUCATION SOCIETY'S
 COLLEGE OF COMMERCE SCIENCE
 & INFORMATION TECHNOLOGY
 Caves Road, Jogeshwari (E), Mumbai-400 060.



P. Shetye
 Co-ordinator
 (placement Cell)



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Report of workshop on How to Build Resume ?

Date: 05th November, 2022

Venue: Room No. 208

The primary objective of the workshop was to equip participants with the necessary skills and knowledge to craft effective resumes that highlight their qualifications, experiences, and skills in a compelling manner.

Agenda :

1. Introduction to Resume Writing
2. Understanding the Purpose of a Resume
3. Essential Components of a Resume
4. Tailoring Resume for Different Job Applications
5. Formatting and Design Guidelines
6. Dos and Don'ts of Resume Writing
7. Practical Exercises and Peer Feedback
8. Q&A Session

Highlights :

1. **Introduction to Resume Writing:** The workshop commenced with an overview of the importance of resumes in the job application process. Participants were introduced to the concept of marketing oneself effectively through a resume.
2. **Understanding the Purpose of a Resume:** Facilitators emphasized the need for resumes to be concise, yet comprehensive, showcasing relevant skills, experiences, and achievements. The importance of aligning the resume with the job requirements was underscored.
3. **Essential Components of a Resume:** Detailed discussions were held on the key sections of a resume, including contact information, summary or objective statement, work experience, education, skills, and additional sections like certifications, awards, and volunteer work.
4. **Tailoring Resumes for Different Job Applications:** Participants learned the significance of customizing resumes for each job application to highlight relevant experiences and skills. Strategies for effectively tailoring resumes to match job descriptions were discussed.



5. **Formatting and Design Guidelines:** Practical tips were provided regarding the layout, font selection, use of bullet points, and overall visual appeal of resumes. Facilitators stressed the importance of readability and consistency in formatting.
6. **Dos and Don'ts of Resume Writing:** Common pitfalls in resume writing were addressed, and best practices were shared to ensure that resumes stand out to recruiters for the right reasons. Guidance was given on avoiding clichés and jargon.
7. **Practical Exercises and Peer Feedback:** Participants engaged in hands-on activities, such as drafting and reviewing resumes based on sample job descriptions. Peer feedback sessions allowed for constructive criticism and refinement of resume content and structure.
8. **Q&A Session:** The workshop concluded with an interactive Q&A session where participants sought clarification on specific resume writing challenges and received personalized advice from the facilitators.

Resume Writing Workshop provided participants with valuable insights and practical tools to create compelling resumes tailored to their career objectives. By understanding the nuances of effective resume writing, attendees are better equipped to navigate the competitive job market and showcase their qualifications with confidence.





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Tel. : 2824 5527 / 2824 0088 • E-mail : jescollegecom@gmail.com

Ref.No:- JES/IQAE/024/22-23

3rd Nov, 2022

To

Mr.Sarvottam Rege.

M.com., FCMA (India), CMA (USA)

Co-ordinator of BFM in Dahanukar college

Subject: Invitation as a Guest Speaker for One Day Workshop

Respected Sir,

We would like to invite you to the one-day workshop on "How to Build Resume?" hosted by Placement Cell of JES College of Commerce, Science & I.T. It will be a privilege for us to have you as a Guest Speaker for the programme.

Details of the programme:

- Date : 05/11/2022
- Time: 09:00 a.m.
- Place: Block No.208, JES Education Complex
- Target Audience: Third Year Graduation Students

We hope to receive your acceptance and fit this event in your busy schedule. The participants and organisers will benefit a lot from your expertise on the topic.

Warm Regards,

Recd.
SRege



Prashant H Shelar

Dr Prashant H Shelar

Principal



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Ref.No:- JES/IQA/C/025/22-23

5th Nov, 2022

To

Mr. Sarvottam Rege.

M.com., FCMA (India), CMA (USA)

Co-ordinator of BFM in Dahanukar college

SUBJECT: Letter of Appreciation

Respected Sir,

Thank you for accepting our invitation to grace the occasion. We appreciate your keen interest to guide and help our students. While, also directing them with your wise words and extraordinary content. We are really honoured and greatly obliged to have you as a Guest Speaker for the one-day workshop on "How to Build Resume?"

We look forward to many such interactions in future.

Regards,



Prashant H Shelar

Dr Prashant H Shelar

Principal

*Recd.
S. Rege*

CURRICULUM VITAE



I. PERSONAL DETAILS:

Name : **Sarvottam Suhas Rege**
Address : B-4/ 703, 7th fl. Satellite Classic
Caves Road, Jogeshwari(East)
Mumbai 400 060
Telephone No. : 2823 38 19(R)
Cell: 98926 05240 / 8452848028 (what's app)
Date of Birth : 14th December 1972
Languages Known : English, Hindi, Marathi, Gujarati

II. CAREER OBJECTIVE:

- ✓ To contribute towards making the present education system industry oriented by introducing corporate realities & dynamics in the classroom.

III. EDUCATIONAL QUALIFICATIONS:

Sr. No.	Degree	Year of Passing	%	Institution	Special Subjects
1.	M.COM	1996	52.00%	University of Bombay	Management
2.	B. COM	1993	62.00%	University of Bombay - K. C. College	Accountancy, Economics & Computer Systems
3.	H.S.C.	1990	61.00%	Bombay Board - K. C. College	Accountancy, Economics & Mathematics
4.	S.S.C.	1988	74.14%	Bombay Board - Parle Tilak Vidyalaya	-

IV. PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS:

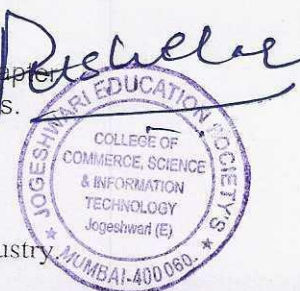
Fellow member of The Institute of Cost Accountants of India (FCMA); qualified as Cost & Management Accountant since 1997 (formerly known as ICWA) (Membership Number 19018)

Certified Management Accountant (CMA) from the Institute of Management Accountants (IMA-USA) since Feb 2015. (Membership No.: 7110039)

On the Board of Institute of Management Accountant (IMA)- USA, Mumbai Chapter since last 5 years, currently occupying the post of Vice President-Engagements.

Member of Institute of Directors (IOD) (Membership No.: 200103)

Hold Certificate of Practice as Cost Accountant, handle few assignments in industry.



V. COMPUTER SKILLS:

- ✓ Operating knowledge of WINDOWS 95, 98, XP, conversant with Advanced Excel, Word, Power Point
- ✓ Hands on experience on BaaN IV, SAP (FI, CO, MM, PP)

VI. TOTAL INDUSTRY WORK EXPERIENCE: 22 Years

VII. TOTAL TEACHING EXPERIENCE: 11 Years

VIII. SUBJECT SPECIALIZATION: Cost Accounting, Management Accounting, Corporate Finance, Cost Audit, Planning-Budgeting-Forecasting, Performance management, Internal control, Financial statement analysis, Ethics, Global Capital Market, Personal Financial Planning, Equity Research.

IX. CORPORATES WORKED WITH:

Classic Stripes, Parle Agro, Zydus Nycomed, Glenmark Pharmaceuticals, Mahindra & Mahindra, Fiat India, Celetron India, Larsen & Toubro.

Cost & Management accounting assignments handled for Hindustan Unilever, Pfizer, Bayer, Knoll, J.B.Chemicals, L&T, A.C.C., Johnson & Johnson, Rallis, NOCIL, Mahindra & Mahindra etc.

Industries worked for: Pharma (Bulk Drug & Formulations), Chemicals, FMCG, Beverages, Automobile & auto parts, Cement, EMS, Engineering, Tractors, Service etc.

- ❖ *(During the period of 22 years in industry, I was involved in compilation and analysis of cost & management accounting data and presenting it to the Top management, evaluating large projects for its financial feasibility etc.)*

X. EXPERIENCE IN TEACHING FIELD:

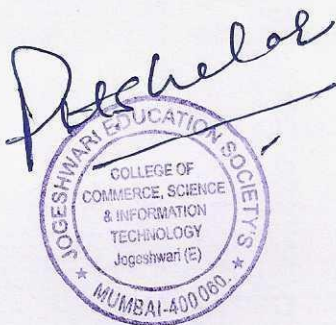
(A) Currently associated with M. L. Dahanukar college (MLDC) in the capacity of **Coordinator for B.Com.-Financial Markets (BFM)** since November 2015 till date. Joined MLDC in June 2015 as Full time core faculty.

Job responsibility / Work done:

- (1) Represented MLDC during NAAC peer team visit as Head of Criterion 7 in 2019 and part of BBI faculty team in 2014.
- (2) Conducted an Industry/ Academia collaboration program "Get Set Corporate" for bridging the gap between Industry & academics. This program ranged from written test, mock interviews by industry experts to interaction with Chief Financial Officer (CFO) of leading corporate.
- (3) Initiated innovative teaching techniques in the classroom like Live costing of product, share market investment based on students' recommendations, study of annual reports etc.
- (4) Active member of IQAC team; prepared Disaster Recovery Plan, conducted debate sessions for students, facilitated short term courses based on recommendations from IQAC.
- (5) Lectures conducted for TYBFM, TYBAF, SYBAF, SYBBI, SYBMS, SYBFM on the subject of Corporate Finance, Advance Cost Accounting & Auditing, Management Accounting.
- (6) Organized various guest lectures & events for students on various current topics.
- (7) Organized guest lectures from subject specialists for potential rank holders of BBI, BAF, BFM.
- (8) Complied with all the deadlines related to question paper submission, assessment, supervision etc.



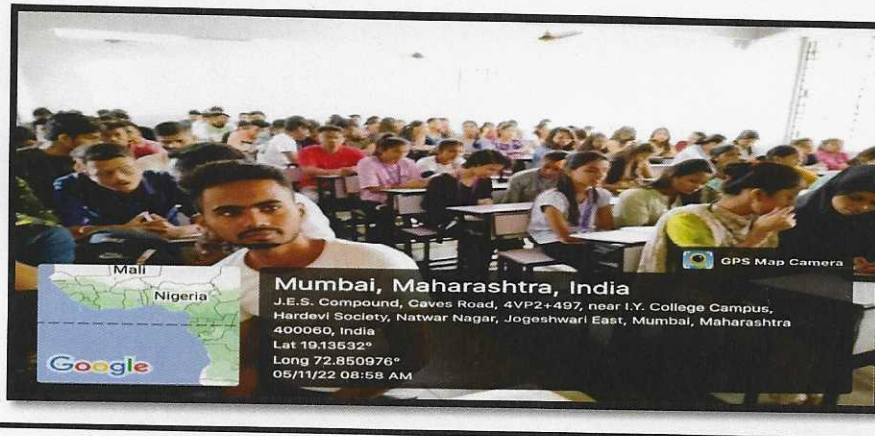
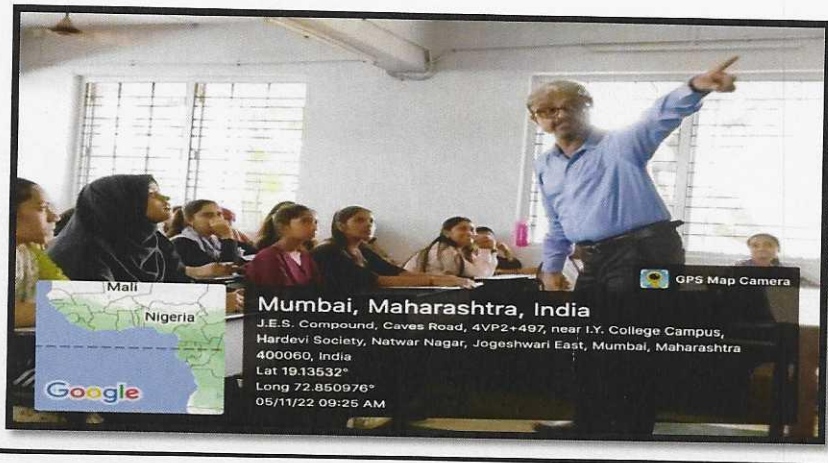
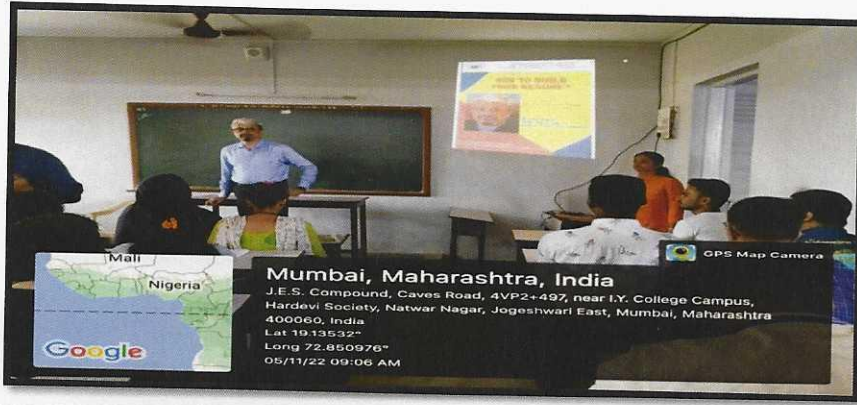
- (9) Always inclined to give career guidance to students of any stream with specific reference to Finance, taken mock interviews & mock presentations for students during campus placement.
- (10) Part of interview panel in the capacity of subject expert for Finance & Costing for recruiting new full time faculties.
- (11) As an initiative towards the career objective, organized live streaming of Union Budget every year in the college.
- (12) Took initiative & negotiated for placement of FYBFM students for internship with Angel Broking, India Nivesh and IIFL.
- (13) Conducted guidance lecture on BFM for SYJC students of MLDC.
- (B) Acted as Mentor (Finance) for Wings to Vision-Business plan competition organized by Parle Tilak Vidyalaya Association's Management Institute in the year 2017-18, 2018-19 & 2020-21.
- (C) Worked as Visiting Faculty for Finance & Costing related subjects with M.L. Dahanukar College, Sathaye College, N.M. College, Mithibai College at different point of time during the period 2010 to 2019.
- (D) Acted as Project Guide for M.Com., TYBFM, TYBMS, TYBAF, TYBBI at various colleges.
- (E) Conducted lectures on Practical Application of Cost & Management accounting in corporate world under Leadership Development Program (LDP) for BAF & BBI at M. L. Dahanukar college.
- (F) Conducted guest lecture with NM college for SY & TY BAF on "Practical application of Cost Accounting in Corporate world-Gap Analysis".
- (G) Associated as Visiting faculty with Edupristine, an educational institution which offers guidance lectures to students of CMA-USA.
- (H) Conducted lectures for M.Com. Part I at M.L. Dahanukar college for Cost & Management Accounting.
- (I) Organized a full day conference on "Artificial Intelligence & Futuristic finance-An Academia-Corporate Conclave" for students, faculties & industry professionals. 250 people attended the conference. Experts from WIPRO, J P Morgan, HDFC Bank, Deloitte, IMA-Bangalore, NSDL, Concentrix, Fluid AI, Asquared-IOT guided the participants on the subject.
- (J) Continuously guiding the budding entrepreneurs on financial feasibility & business decisions.
- (K) **Publication & Paper setting:** Strategic Cost Management for SYBMS ISBN:978-93-87235-31-1
University of Mumbai Chairperson / Paper setter for: Corporate Restructuring, Management Accounting, Personal Financial Planning, Accounting for Managerial Decision.



CMA Sarvottam Rege
M.Com., FCMA (India), CMA (USA)

How to build your Resume

Third Year Students



P. S. Helal

PRINCIPAL

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ATTENDANCE REPORT

Name of the Activity: - How to Build Your Resume. (Workshop)

Date: - 05th Nov, 2022

Organising Committee: - Placement Cell

Targeted Audience: - All Third Year student's

Sr. No.	Name	Phone No.	Male / Female	Signature
1	Deepak Sharma	9594166531	Male	
2	Siddhesh Torastdar	9076305928	male	
3	Rohan. R. mestry	7977399106	Female	
4.	Prasanna. S. Pawar	9009993467	Male	
5	kashinath. P. Mhapsekar	9920457607	male	
6.	Deepak . Kandu	9004547468	Male	
7.	Darshan Kamble	7208683268	Male	
8.	Deepak Kamble	8591039801	Male	
9)	vighnesh S. Snydare	9372786475	male	
10)	Hareesh M. Abdul.	7678088719	Male	
11)	Ganesh. K. Gijam	9187542559	Male	G.K.Gijam
12	Raj Prajapati	9619478120	Male. MATE	
13	Krishna Gowde	981048823	male	
14	Siddhant singal.	9326071330	Male	
15	Aman Shaikh	8850521551	Male	



Sr. No.	Name	Phone No.	Male / Female	Signature
37	Ashwin Dubey	8898 393353	M	
38	Harsh Yogi	9969852498	M	
39	Ritesh Kadam	778958374	M	
40	Abhishek Patil	8356832749	M	
41	Aakash S. Ghanekar	9137891065	M	
42	Chanchal S. Londhe	9321848301	F	
43	Mrunali A. Kadam	7021505609	F	
44	Kiran. Gupta	8591028884	F	
45	Nidhi K. Gopal	9324101155	F	
46	Tara Pawar	9967123169	F	
47	Anju Yadav	9594869201	F	
48	Shaikh Nazat	8657617745	F	
49	Suman Shukla	9137884981	F	
50	Sangeeta Keshavnani	8928015549	F	
51	Nidhi Sharma	7208576648	F	
52	Fatima Patel.	9404300142	F	
53	Shikha Noorjahan	9167690379	F	
54	Dubey Kajal	91372823579 98677	F	
55	Murva. bhogle	9867943400 8643	F	
56	Sakshi S. Zore	8691935404	F	
57	Khushi S. Gada	9152062737	F	
58	Bhakti Y. Pednekar	7506122366	F	

P. Shukla



Sr. No.	Name	Phone No.	Male / Female	Signature
69	vaishnavi Rathod	992074043	F	<u>V Rathod</u>
70	Suchita N. Pandey	8268677846	F	<u>Suchita</u>
71	Vaishnavi R. Pandit	8928084771	F	<u>V Pandit</u>
72	Megha deepaks Pawar	-	F	<u>M Pawar</u>
73	Neha Suresh Mame	9321796034	F	<u>Neha</u>
74	minakshi G. Deulkar	7208527916	f	<u>minakshi</u>
75	Tannu. K. Upadhyay	8850950782	F	<u>Tannu. u</u>
76	Anjali Yadav	9967494737	F	<u>Anjali</u>
77	Rasika Prabhu	9167079135	F	<u>Rasika.</u>
78.	Tejaswi Awale	8879495029	F	<u>Tejaswi</u>
79	Sakshi Gurav.	8104893623	F	<u>Sgurav</u>
80	Shruti Gajmal.	8104600426	F	<u>Shruti</u>
81	Aatish D. Devmukhakar	9372435488	M	<u>Aatish</u>
82	Amey A. Ghone	9469969927	M	<u>Aghone</u>
83.	Poojali. M. Bobhate	7115004992	F	<u>Poojali</u>
84	Sanika S. Nar	8108006197	F	<u>S Nar</u>
85	RAMKUMAR YADAV	9769231125	M	<u>R.K.Y.</u>
86	Vishnu Tati	9326337936	M	<u>V Tati</u>
87	Sejal Sawant	8082580489	F	<u>Sawant</u>
88	Akshada Karkote	9930620622	F	<u>Akarkote.</u>
89	Sakshi S. Mishra	7030386655	F	<u>S Mishra</u>
90	Sakshi. S. Rane	9619403314	F	<u>S Rane</u>

Patsheel



Sr. No.	Name	Phone No.	Male / Female	Signature
91.	Yadav Sakshi Rajesh	9702561350	Female	<u>Sakshi</u>
92.	Mansi Ramesh Ghimalkar	9004326501	Female	<u>Mansi</u>
93.	Netra M. Sadkar	9833255889	Female	<u>Netra</u>
94.	Janhvi D. Panchal	9981223820	female	<u>Janhvi</u>
95.	Anjali V. Chauhan	9137418645	Female	<u>Anjali</u>
96.	Suchita D. Nemane	8356020989	Female	<u>Suchita</u>
97.	Shivani S. Gurav	9136796345	Female	<u>Shivani</u>
98.	Aarti B. Gupta	843386191	female	<u>Aarti</u>
99. 185	Shaikh Farzeen Mohd Hanif	8879457072	Female	<u>Farzeen</u>
100. 208	Sakshi L. Pathipara	9321541902	female	<u>Sakshi</u>
101. 186	PRATIKSHA PATEL	730449896	female	<u>Pratiksha</u>
102. 181	Jyoti Rathod	8169587648	Female	<u>Jyoti</u>
103. 178	Nayana N. Patole	7015531015	Female	<u>Nayana</u>
104. 1756	Sneha R. Jagos	8928778717	Female	<u>Sneha</u>
105. 58	Rohini H. Magar	9326319068	Female	<u>Rohini</u>
106. 137	Kharvi Priyanka V.	9820865316	female	<u>Priyanka</u>
107.	Siddhi M. More	9967101572	Female	<u>Siddhi</u>

P. Shinde

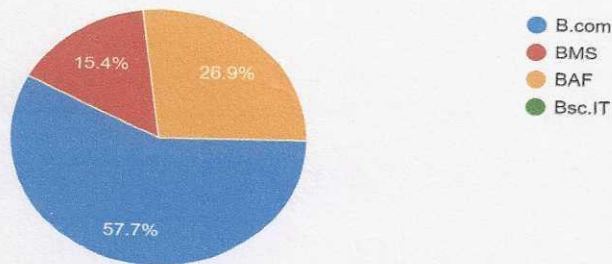




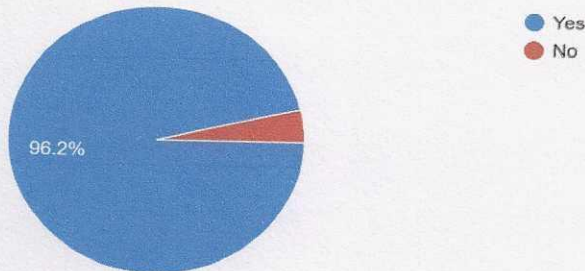
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Feedback analysis of participants for talk on How to Build Your Resume? By Sarvottam Rege

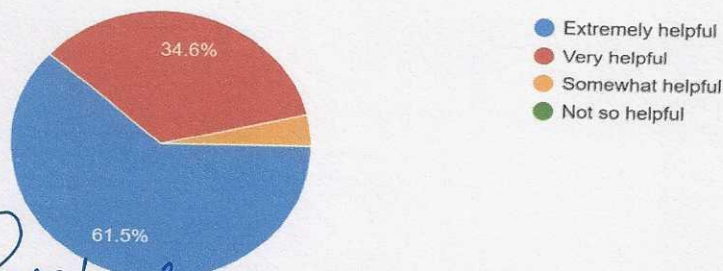
Stream
26 responses



Was the speakers well prepared?
26 responses



Topic Covered by the Resource Persons
26 responses

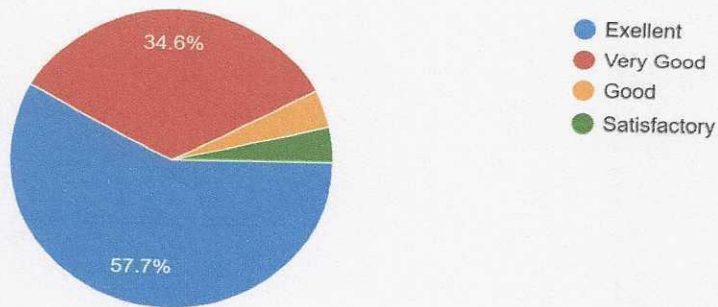


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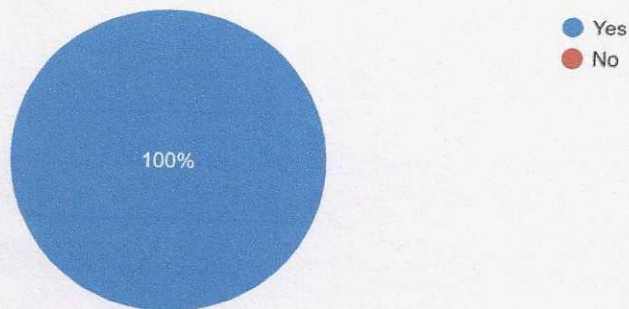
How was the pace of the Seminar?

26 responses



Has this session enhanced your practical understanding & concepts of Resume Building and Interview ?

26 responses



Summary of Feedback:

- 96.2 percent participants were felt that the speaker was very well Prepared for the session.
- 61.5 percent participants were felt Extremely helpful & 34.6 percent participants felt very helpful with the topic covered by the resource person.
- 57.7 percent participants were felt Excellent & 34.6 percent participants felt very good pace of seminar.
- 100 percent participants agree with the workshop enhanced their practical understanding of Resume building and interview practice.

Rachana Shetye
PRINCIPAL

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Rachana Shetye

Prof. Rachana Shetye

Co-ordinator, Placement Cell