



**SRI VENKATESWARA COLLEGE OF ENGINEERING**



**DEPARTMENT OF CIVIL ENGINEERING**  
**&**  
**CIVIL ENGINEERING ASSOCIATION (CEA)**

A Report of Alumni Talk on

**“How to Write a Professional Resume?”**

**06<sup>th</sup> October 2021, 6.30 to 7.30 PM**

(An Autonomous Institution)

Pennalur, Sriperumbudur (Tk) - 602117

DEPARTMENT OF CIVIL ENGINEERING

CIVIL ENGINEERS ASSOCIATION (CEA)

**REPORT OF THE ALUMNI TALK**



**Date, Time & Meeting URL link**

Date : Wednesday , 6th October 2021

Time : 06:30 pm - 07:30 pm

Mode : Online through Google Meet

Meeting Link: <https://meet.google.com/jmk-gnew-hmo>

**Speaker:**

1.Ms. Suhani Singha

**Student Coordinator(s):**

1.Miss. Jenisha . A ( IIIrd year Civil Engg.)

2.Miss. Amaravathy . U ( IInd year Civil Engg.)

**Faculty Coordinator(s):**

1)Mr.Kalaivannan R ,Assistant Professor ,Dept of Civil Engg ,SVCE

2)Mr.Hariswaran S ,Assistant Professor , Dept of Civil Engg. ,SVCE

**Convenor :**

Dr.R.Kumutha, Professor & Head/Civil Engg.

**Target Audience:** Students

and Faculty members

**Host:**

1.Miss. Amaravathy U (IInd year , Civil Engg.)

**Participation:**

Number of Participants benefited : 40

Faculty : 5

Research Scholars : Nil

UG Students : 35

Industry Persons : Nil

Others : Nil



Date  
06.10.2021

Time  
6.30 -  
7.30pm

Gmeet link  
<https://meet.google.com/jmk-gnew-hmo>



Sri Venkateswara  
College of  
Engineering

An Autonomous Institution  
Pennalur , Sriperumbudur (Tk) - 602117

**DEPARTMENT OF CIVIL ENGINEERING**

**CIVIL ENGINEERING ASSOCIATION**

*Proudly presents*

## **ALUMNI TALK**

Topic :

**"How to write a professional  
resume? "**



Speaker:  
**Ms Suhani Singha**

**BATCH : 2012 - 2016**  
**UNDERGRADUATION : B.E CIVIL ENGINEERING, S.V.C.E (2016)-**  
**MEMBER OF FORESE, CIVIL ENGINEERS ASSOCIATION, LEO CLUB**  
**POST GRADUATION : SYMBIOSIS INSTITUTE OF BUSINESS**  
**MANAGEMENT, PUNE (2022) .**  
**SPECIALISATION : MBA HR**  
**Summer Intern at Godrej Properties, Live Project at Outlook**  
**group, Management Intern at Inspacco Prophanthy**  
**Technologies, Coordinator Vitarka HR and IR Club of SIBM**  
**Pune, Campus Ambassador IIM Lucknow, National Finalist**  
**Nomura HR Case study competition , Runner-Up Pan-O-Throne**  
**competition Amity Business School , Article published,**  
**Without Reserve, House Journal of R.B.I, 2015.**

Convenor :

Dr. R. Kumutha  
(Professor & Head / Civil  
Engg.)

Faculty Coordinators :

Mr. R. Kalaivannan  
(AP / Civil Engg.)

Mr. S. Hariswaran  
(AP / Civil Engg.)

Student Coordinators :

Ms. A. Jenisha  
( III Year / Civil Engg.)

Ms. U. Amaravathy (Host)  
( II Year / Civil Engg.)



## **BRIEF REPORT ON ALUMNI TALK**

**The objective of this webinar is to discuss about How to write a professional resume by Ms.Suhani Singha .**

**Ms. Amaravathy U of 2nd year Civil Engg. , delivered the welcome address, introduced the speaker to the audience and was the host for this webinar.**

**Ms. Suhgani Sinha began the webinar by giving an overview of “How to write a professional resume”. It consists of**

- **Contact details[Name, Email(must be professional), LinkedIn]  
Ensure LinkedIn is hyperlinked with CV. Recruiters expect LinkedIn profile for further communication.**
  - **Education[Degree with relevant details.Eg: year of graduation and specialization and highlight the percentile in CV.]**
  - **Internships[Points should be written in a flow and write down the projects worked in.]**
  - **Certificates[Professional certificates, Educational certificates, co-curricular achievements.]**
  - **Extra curricular[Competition/events, Sports/Cultural events]**
  - **Position of Responsibility[Head of organizing events, Member of clubs]**
- Ms. Sugani Sinha concluded the session by some relevant useful Action words to build a resume was also shared along with some overall general pointers.**

**The session ended with vote of thanks delivered by Ms. Amaravathy U (IInd Year,Civil Engg.).The participants appreciated the webinar and considered it very useful.**

# SNAPSHOTS OF THE WEBINAR

REC | Suhani Singha is presenting

6:37 PM | jmk-gnew-hmo

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REC | Suhani Singha is presenting

6:43 PM | jmk-gnew-hmo

Windows taskbar: Type here to search, 29°C, AQI 50, 06:43 PM, 06-10-2021

People

- RAJARAJAN V CVE
- RUBY FREYA CVE
- SATHYAPRIYA K
- SIDDHARTH J U CE
- Suhani Singha
- Suhani Singha Presentation
- VENGADESH CVE
- zaahir sha.s Civil 2020

WhatsApp | Meet - jmk-gnew-hmo | https://meet.google.com/jmk-gnew-hmo?pli=1&authuser=1

REC | Suhani Singha is presenting

**Does the point add any value?**  
What was the objective of analyzing data sets? How was the analysis carried out?  
Redundant points; highlighting the same task  
What did you do to receive a PPO? What was your key contribution?

**Points written in a logical flow**  
Benchmarked available input data tools -> developed QC tool to further enhance data quality -> integrated with proprietary tool

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Suhani Singha

KALAIVANNAN...

22 SRILEKHA N ...

CE

01 AMARAVAT...

JENISHA A CE

LOGESHWARI ...

K

KIRAN KUMAR ...

HARI PRAKASH...

VENGADESH C...

N

NIVETHASREE ...

26 others

You

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REC | Suhani Singha is presenting

## Action Words for Resume Building

- Worked with Others:** Advised, Aided, Assisted, Chaired, Coached, Collaborated with, Consulted with, Helped, Instructed, Interacted with, Mentored, Met with, Participated in, Motivated, Partnered with, Referred, Served, Supported, Taught, Teamed with, Trained, Worked with
- Communicated:** Addressed, Advised, Answered, Briefed, Corresponded with, Debated, Explained, Facilitated, Informed, Interpreted, Interviewed, Persuaded, Presented, Publicized, Responded to, Created or Revised Something, Authored, Built, Composed
- Analyzed Data or Processes:** Assessed, Audited, Calculated, Computed, Evaluated, Examined, Forecasted, Investigated, Measured, Monitored, Researched, Surveyed, Tested
- Operated Equipment:** Installed, Maintained
- Worked with Money or Contracts:** Administered, Appropriated, Authorized, Balanced, Controlled, Directed, Dispersed, Enforced, Financed, Funded, Governed, Invested, Monitored, Negotiated
- Organized Something:** Arranged, Assembled, Catalogued, Compiled, Coordinated, Filed, Invoiced, Itemized, Organized, Routed, Scheduled, Staged, Tracked
- Other:** Conceived, Conceptualized, Corrected, Created, Designed, Drafted, Edited, Enhanced, Expedited, Generated, Implemented, Improved, Initiated, Instituted, Invented, Modified, Originated, Planned, Reorganized, Revamped, Simplified, Streamlined, Programmed, Ran, Serviced, Utilized, Oversaw, Purchased

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Suhani Singha

KALAIVANNAN...

22 SRILEKHA N ...

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LOGESHWARI ...

K

KIRAN KUMAR ...

HARI PRAKASH...

VENGADESH C...

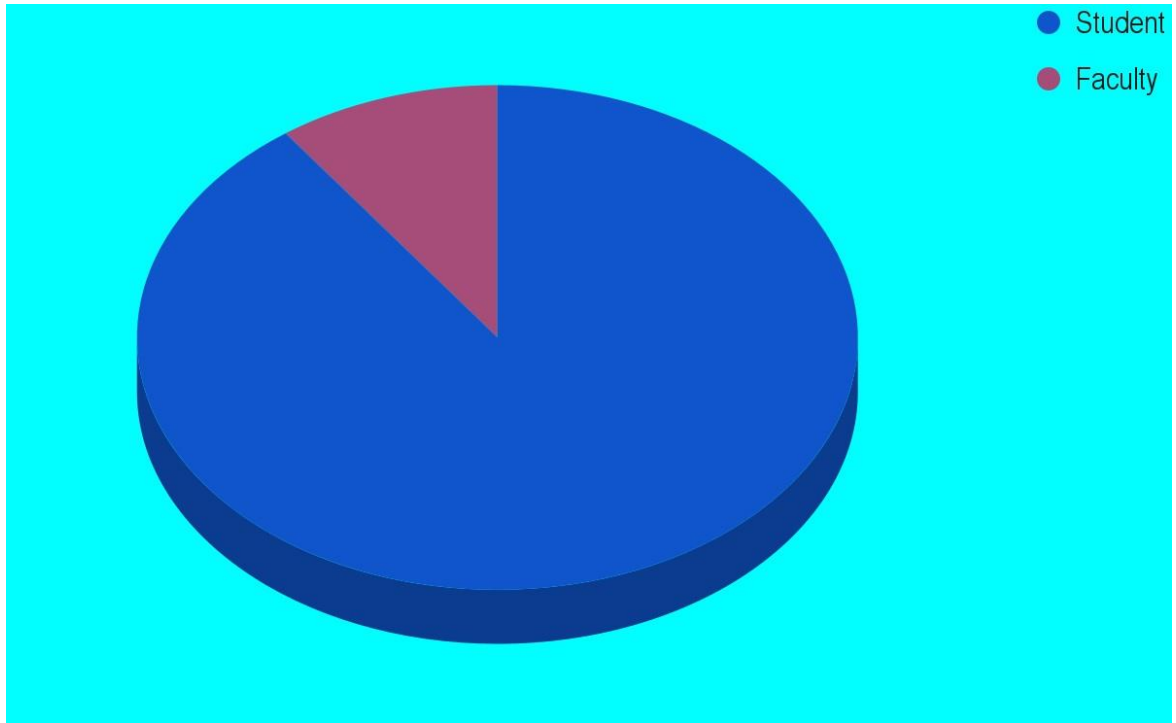
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02 AURUDRA A...

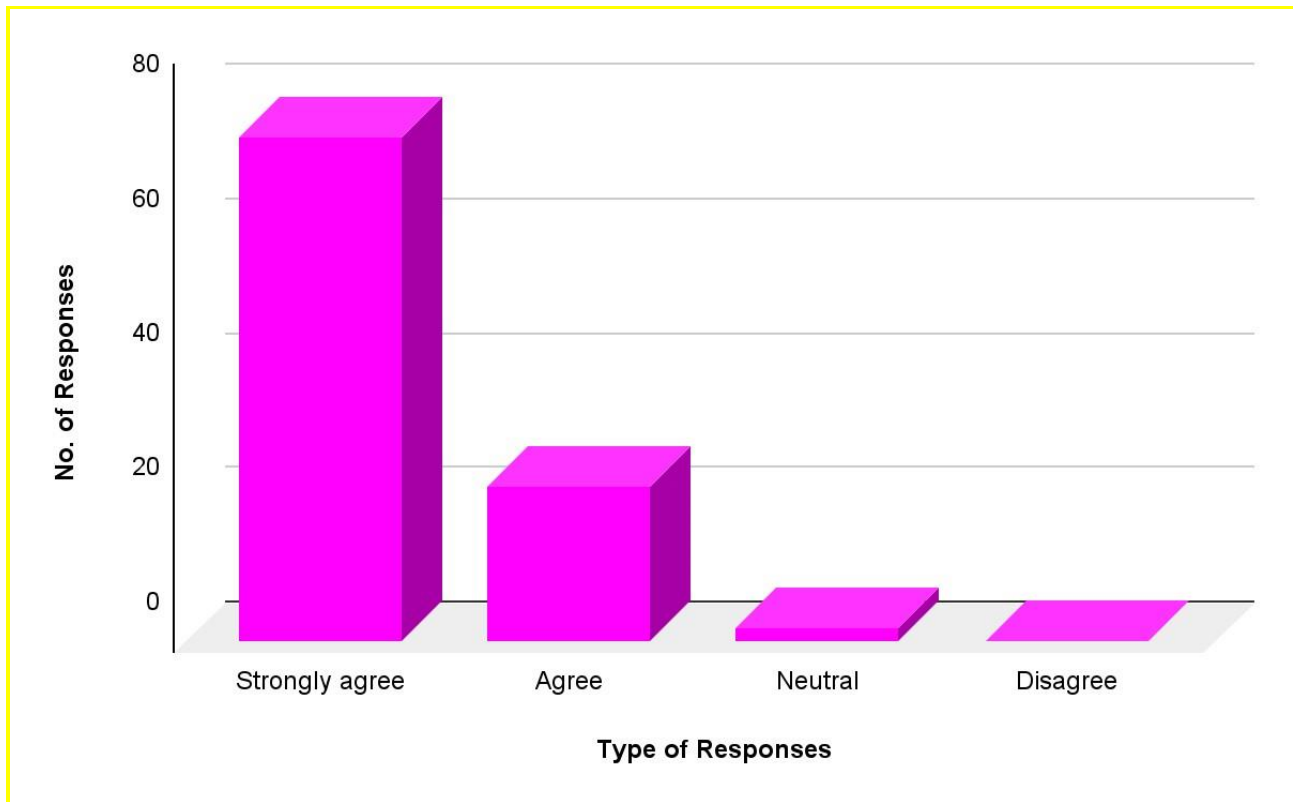
26 others

You

**PARTICIPANT TYPE :**



**SUMMARY OF FEEDBACK :**





**List of Participants:**

<b><u>S.No</u></b>	<b><u>Name of the Participant</u></b>	<b><u>Name of the Institution</u></b>	<b><u>Category</u></b>
1.	Jenisha A	Sri Venkateswara College Of Engineering	Student
2.	Harshavarthani G	Sri Venkateswara College Of Engineering	Student
3.	Neha Govindamurali	Sri Venkateswara College Of Engineering	Student
4.	Prem Kumar S	Sri Venkateswara College Of Engineering	Student
5.	Priyadharshini S	Sri Venkateswara College Of Engineering	Student
6.	Puviarasu S	Sri Venkateswara College Of Engineering	Student
7.	Ramana R	Sri Venkateswara College Of Engineering	Student
8.	Retheka Shivakumar	Sri Venkateswara College Of Engineering	Student
9.	Ramanan B B	Sri Venkateswara College Of Engineering	Student
10.	Rithick R	Sri Venkateswara College Of Engineering	Student
11.	Rohit V	Sri Venkateswara College Of Engineering	Student
12.	Senthil serma kumar	Sri Venkateswara College Of Engineering	Student
13.	Siddharth J U	Sri Venkateswara College Of Engineering	Student
14.	Hariharan V	Sri Venkateswara College Of Engineering	Student
15.	Haritha V	Sri Venkateswara College Of Engineering	Student
16.	Hemalatha R	Sri Venkateswara College Of Engineering	Student
17.	Hemalatha V	Sri Venkateswara College Of Engineering	Student
18.	Keerthivasam M	Sri Venkateswara College Of Engineering	Student

<b>19.</b>	<b>Laleeth Kumar D</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
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<b>20.</b>	<b>Mohammad Salman</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>21.</b>	<b>Naresh V</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>22.</b>	<b>Srilekha N</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>23.</b>	<b>Vijay P</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>24.</b>	<b>Vinnu Vikram D</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>25.</b>	<b>Vivedhitha Varshini A G</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>26.</b>	<b>Praveen raj A</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>27.</b>	<b>Chandravasan P</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>28.</b>	<b>Abishek Murali</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>29.</b>	<b>Akriitha K</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>30.</b>	<b>Amaravathy U</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>31.</b>	<b>Arshiya A S</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>32.</b>	<b>Dhanush Kannan L</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>33.</b>	<b>Giri Ravendar M</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>34.</b>	<b>Gogula Chezhiyan N</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>35.</b>	<b>Guru Prakash K</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>
<b>36.</b>	<b>Kalaivannan R</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Faculty</b>
<b>37.</b>	<b>Ranjana Piriyaadharshini</b>	<b>Sri Venkateswara College Of Engineering</b>	<b>Student</b>

38.	Praveen kumar	Sri Venkateswara College Of Engineering	Student
39.	Kavin Malar K	Sri Venkateswara College Of Engineering	Student
40.	Siddharth	Sri Venkateshwara college of engineering	Student

**Common comments /feedback from Participants on Professional Talk:**

- It's really useful.
- this was really helpful
- It gives me plenty of knowledge about Internship . Thank you
- It's really very informative .
- Good Content and Effort
- very good and informative.
- The way they conveyed things was awesome and it was very cut and clear
- Nice presentation...and more information.thank you
- Helpful presentation on safety . Thank you so much
- The best speech ever
- Presented soo well and clearly explained.
- Simple awesome . Really motivating
- Great great work!!!! Looking for few more presentations of this kind

- Awesome**
- its very superb and useful**
- It is very innovative and motivative for freshers like me**
- Good.**
- The project is so awesome and inspires me so much ..**
- Good speech**
- Good presentation nice effort**

**Prepared by :**

**Ms. Jenisha . A ( IInd year Civil Engg)**

**Ms. Amaravathy U(IInd year Civil Engg)**

**Approved by :**

**Dr.R.Kumutha Prof & Head.**

**Mr.Kalaivannan R , AP/CE ,SVCE**

**Mr.Hariswaran S , AP/CE ,SVCE**

svce.ac.in

