



# Capital University of Science and Technology

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## Career Services Office

### Capacity Building Training Sessions for Graduating Batches of 193 Spring 202

#### **Introduction:**

The Career Services Office successfully conducted a series of Capacity Building Training sessions for the graduating batches of 193 from various departments. These training sessions covered essential skills such as resume writing, job hunting, and interview skills. The participating departments included Accounting & Finance, Management Sciences, Psychology, Biosciences & Biotech, Civil Engineering, Electrical Engineering & Mechanical Engineering, Computer Sciences, and Software Engineering. This report aims to provide the highlights of training sessions for the students and showcase the achievements of the Career Services Office.

#### **Capacity Building Training Sessions:**

##### **Resume Writing:**

The resume writing sessions provided students with the necessary guidance to create impactful resumes that effectively highlighted their skills, experiences, and achievements. By learning the best practices of resume writing, students were able to develop resumes that stood out to potential employers. This training equipped them with the tools to present their qualifications in a professional and compelling manner, significantly increasing their chances of securing interviews.

##### **Job Hunting:**

The job-hunting sessions focused on equipping students with strategies and techniques to navigate the job market effectively. Students were guided on how to conduct a comprehensive job search, including utilizing online job portals, networking, and leveraging social media platforms for professional purposes. Through these sessions, students gained valuable insights into industry trends, employer expectations, and available job opportunities.



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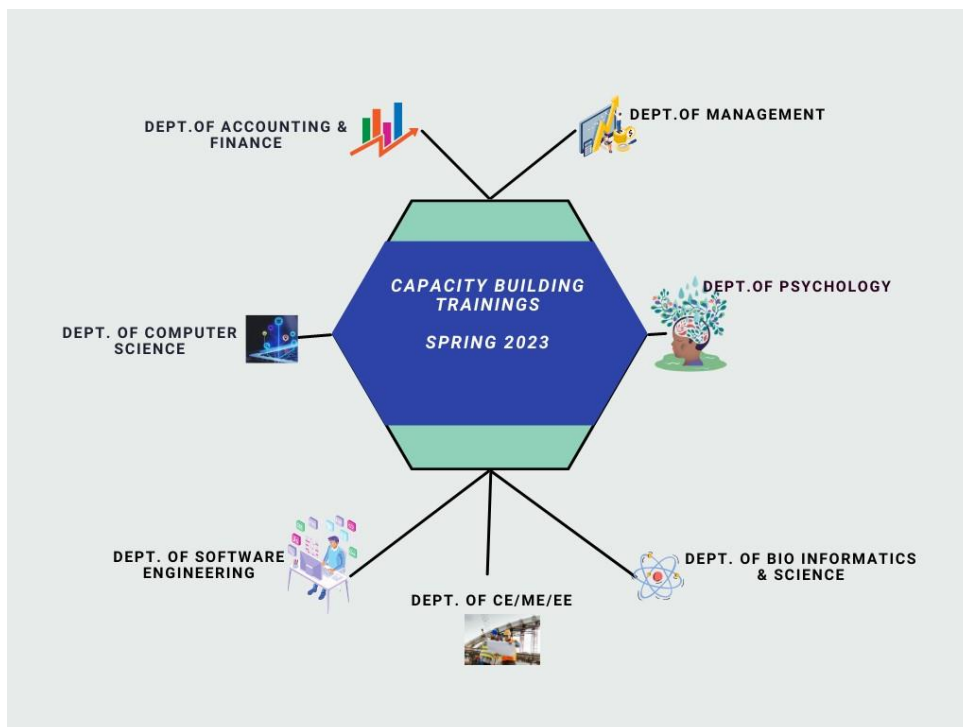
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This knowledge empowered them to approach their job search proactively and target the most suitable positions for their skills and interests.

## Interview Skills:

The interview skills sessions were designed to enhance students' confidence and competence in facing job interviews. They were provided with practical tips on how to prepare for interviews, including researching the company, anticipating common interview questions, and developing thoughtful responses. Additionally, mock interview sessions were conducted to simulate real-life interview scenarios, allowing students to practice and refine their interview techniques. This training helped students improve their communication, problem-solving, and critical thinking skills, enabling them to perform better in interviews and leave a lasting impression on potential employers.

The participating departments included Accounting & Finance, Management Sciences, Psychology, Biosciences & Biotech, Civil Engineering, Electrical Engineering & Mechanical Engineering, Computer Sciences, and Software Engineering.





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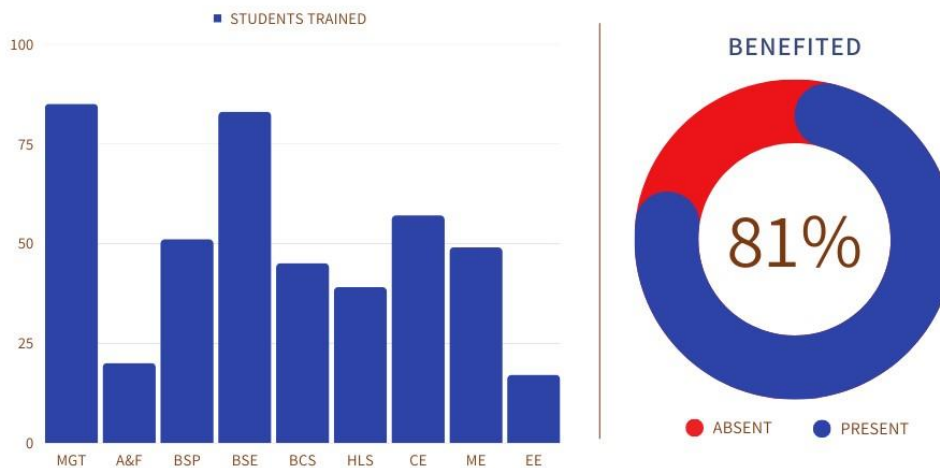
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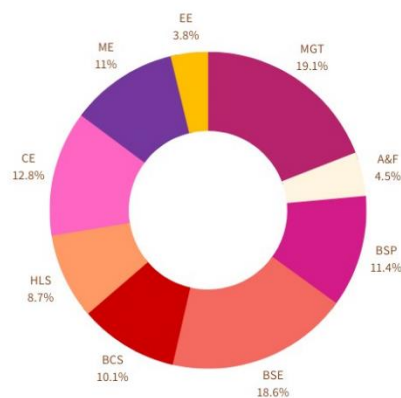
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The capacity-building training session proved highly advantageous to 435 graduating students. By providing practical guidance and hands-on exercises, the session empowered students to create compelling resumes, effectively search for employment opportunities, and excel in job interviews. Equipped with these invaluable skills, the students now possess a competitive edge in the job market, increasing their chances of securing desirable positions and launching successful careers.

## CAPACITY BUILDING TRAININGS



A total of 435 students benefited from the Training sessions





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The Career Services Office engaged a team of highly qualified and experienced trainers to deliver the Capacity Building Training sessions. The trainers involved in conducting the training sessions were:

## **Ms. Maria Mashkooor - Assistant Professor:**

Ms. Maria Mashkooor, an Assistant Professor, brought her expertise in career counseling and professional development to the training sessions. With her in-depth knowledge of the academic and professional requirements of the participating departments, she provided valuable insights into resume writing, job-hunting strategies, and interview skills specific to each field.

## **Khurram A. Khan - COO of Ask Development:**

Khurram A. Khan, the Chief Operating Officer of Ask Development, contributed to the training sessions with his extensive experience in talent acquisition and human resources. His insights into industry trends and employer expectations provided students with a realistic perspective on the job market. He guided students on effective job search strategies, networking, and positioning themselves as strong candidates.

## **Usman Kemal - CEO of AXIS Academy:**

Usman Kemal, the CEO of AXIS Academy, brought his expertise in career coaching and professional skill development to the training sessions. With his guidance, students learned how to create impactful resumes, tailor their job applications to specific positions, and develop effective interview techniques. His practical insights and mock interview sessions helped students gain confidence and excel in real-life job interviews.

## **Sajda Jabeen - Lecturer:**

Sajda Jabeen, a Lecturer in English Department, contributed to the training sessions with her expertise in career guidance and counseling. She provided students with personalized advice and assistance in crafting their resumes, exploring career options, and preparing for interviews. Her dedication to student success and her ability to connect with students on an individual level greatly enhanced the effectiveness of the training sessions.



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These trainers collectively brought a diverse range of skills, knowledge, and experiences to the Capacity Building Training sessions. Their expertise in various areas of career development ensured that students received comprehensive and tailored guidance to excel in their job search and interview processes. Their contributions were instrumental in the success and positive outcomes of the training sessions.

## **Achievements of the Career Services Office:**

- **Increased Employability:**

By imparting essential skills through the Capacity Building Training sessions, the Career Services Office significantly enhanced the employability of the graduating batches of 193. Students were better equipped to present themselves professionally through well-crafted resumes, targeted job search strategies, and polished interview skills. The training sessions played a pivotal role in bridging the gap between academic knowledge and practical employability skills.

- **Higher Job Placement Rates:**

The training sessions conducted by the Career Services Office resulted in higher job placement rates among the graduating batches of 193. The comprehensive preparation provided in resume writing, job hunting, and interview skills enabled students to position themselves as competitive candidates in the job market. Employers expressed their satisfaction with the quality of applicants from our institution, leading to increased job offers for our graduates.

- **Positive Feedback from Students:**

The Career Services Office received overwhelmingly positive feedback from the participating students. They expressed gratitude for the comprehensive training provided, highlighting how it boosted their confidence, expanded their understanding of the job market, and positively impacted their overall job search experience. Students felt better prepared to face the challenges of transitioning from academia to the professional world.





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## Conclusion:

The Capacity Building Training sessions conducted by the Career Services Office for the graduating batches of 193 in spring 2023 successfully equipped students with vital skills in resume writing, job hunting, and interview techniques. Through these training sessions, the Career Services Office played a crucial role in enhancing students' employability, leading to higher job placement rates and positive feedback from students. These achievements reflect the commitment of the Career Services Office to support the career.





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## Annexure 01

### Schedule

The schedule of training sessions is as under;

Sr. #	Program	Training	Trainer	Date	Day	Time	Venue
1	BBA BSP	Resume Writing Interview Skills Job Hunting (2 Trainings)	Ms. Maria Mashkooor	Mar 29, Apr 18, 2023	Wed	11:00-12:30 10:00-11:30	Venue: A-2
2	BSE BCS	Resume Writing Interview Skills Job Hunting	Sajda Jabeen	Apr 19, 2023	Wed	11:00-12:30	Venue: A-2
3	BBS/BBT/ BAF	Resume Writing Interview Skills Job Hunting	Khurram Khan	May 3, 2023	Wed	12:00-1:30	Venue: A-2
4	BCE/BEE/ BME	Resume Writing Interview Skills Job Hunting	Usman Kemal	May 10, 2023	Wed	12:00-1:30	Venue: A-2

Note: Session Duration 1 hr 30 minutes each