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Training Sessions – Spring 2021



Placement office has organized a series of trainings with students of last semester Spring – 2021 on three different topics including Resume writing, Job Hunting and Interview Skills. In total thirty-Nine (39) training sessions have been conducted with the following departments.

- Department of Management & Social Sciences
- Department of Bioinformatics & Biosciences
- Department of Civil Engineering
- Department of Mechanical Engineering
- Department of Electrical Engineering
- Department of Computer Science

The trainings were held in regular classes of different subjects to make sure the participation of all the students. The main objective of these trainings was to prepare students for their professional careers and to equip them with skills required to succeed in corporate world. Transition from campus to corporate and the right approach was discussed in detail during the trainings on resume writing.

The training sessions on resume writing covered the following areas in details

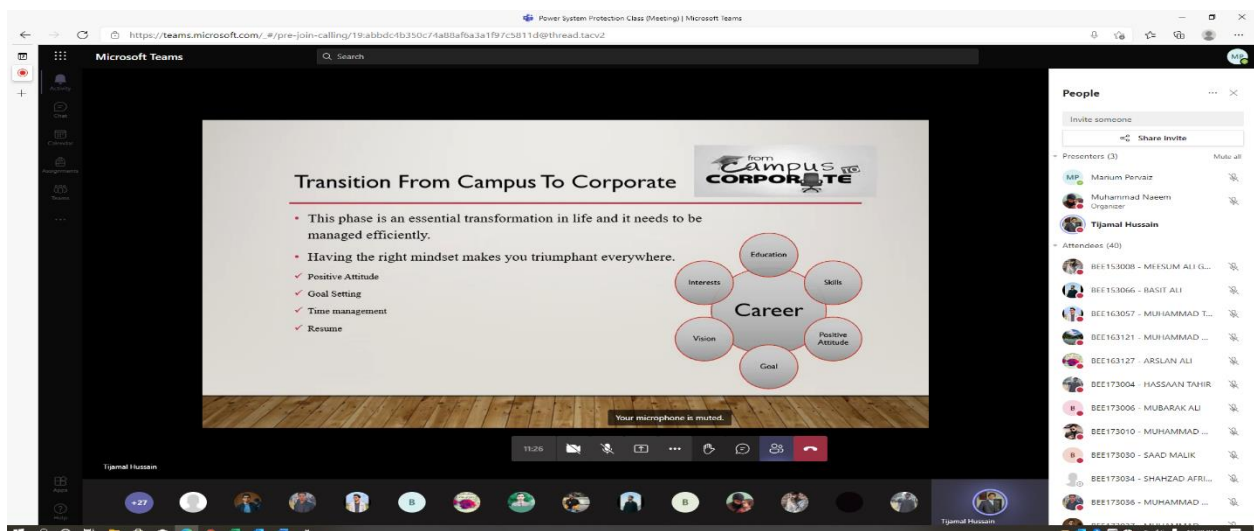
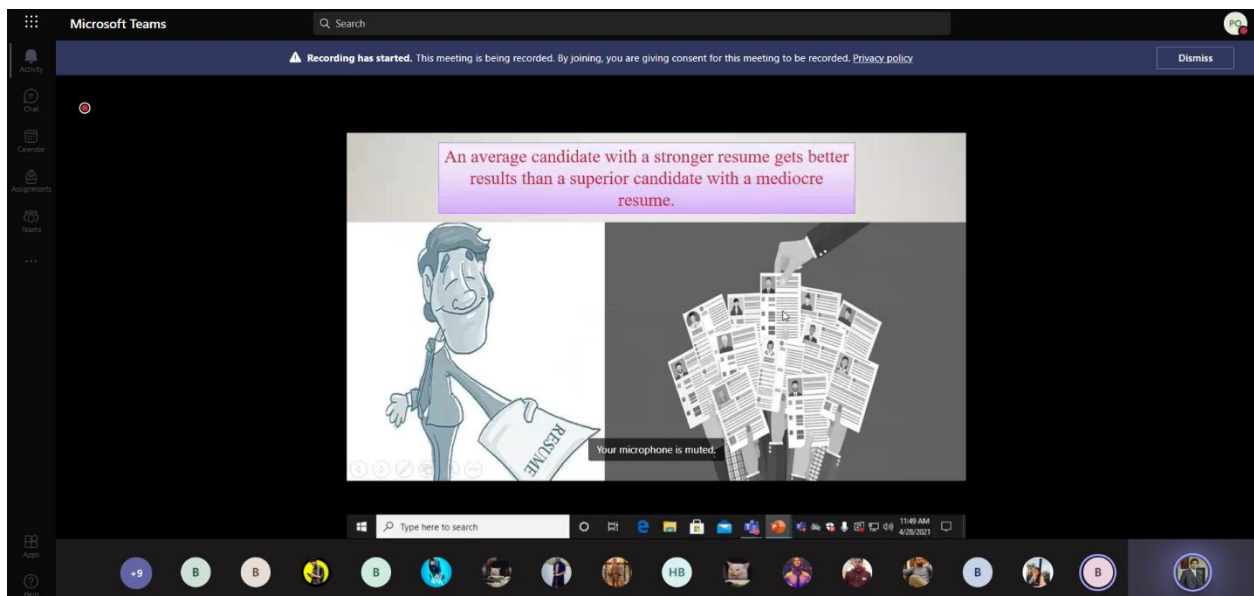
- What is a Resume and why you need it?
- Resume Formats
- Major Sections of Resume
- Some of the attributes of a Winning Resume

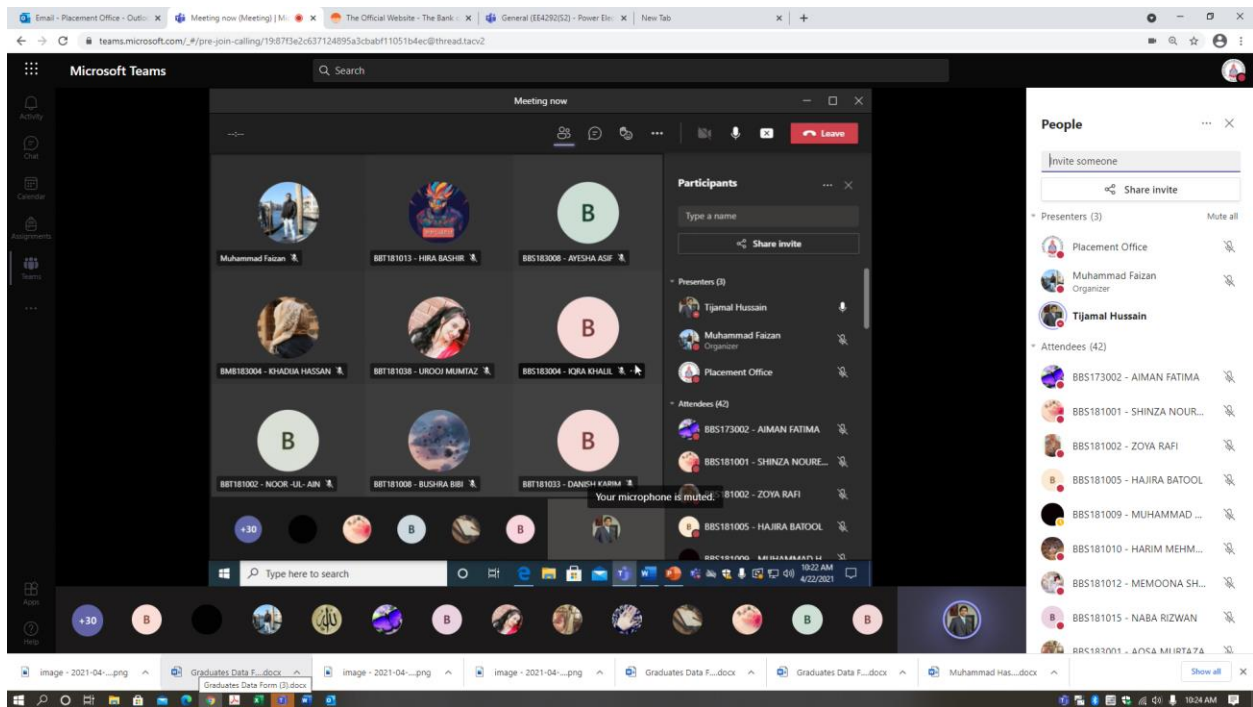
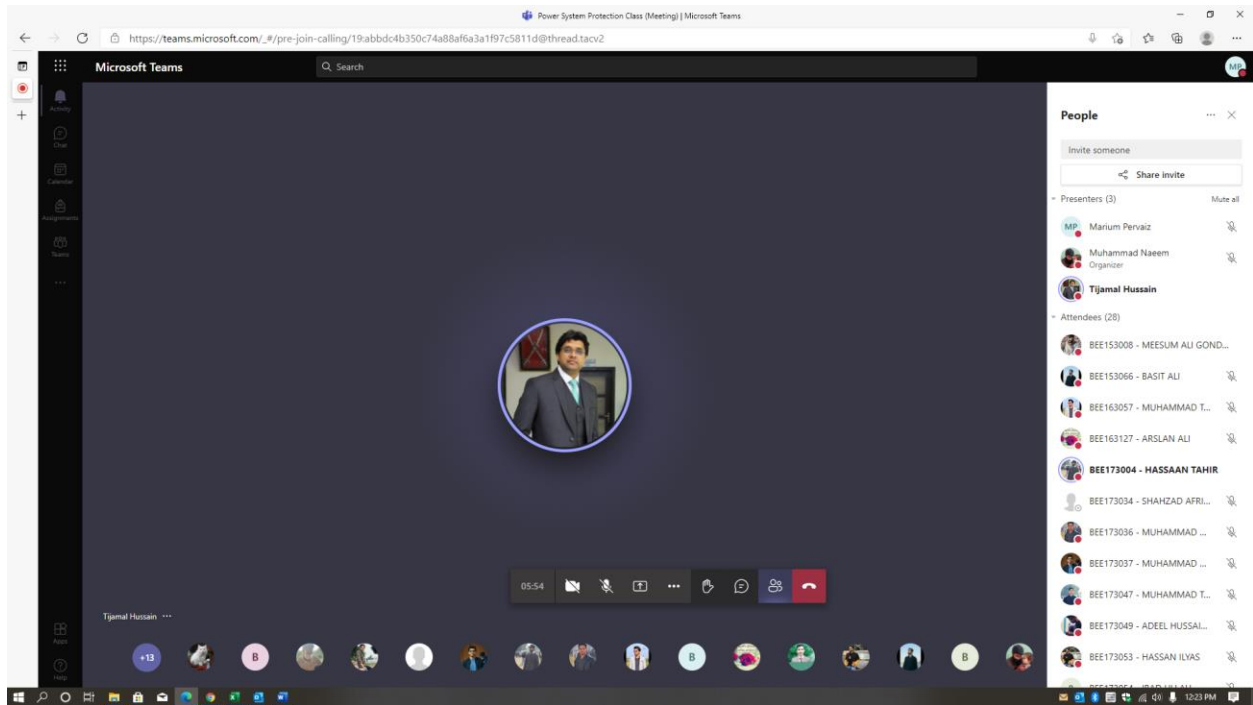
Job Hunting is the next stage to resume write up. Interactive discussions took place during the training on job hunt. Techniques of an effective job hunt and procedures were discussed in detail

Our third topic in the series of this training was Interview Skills. The core of an interview and different types of interviews were discussed in detail. The training was focused on interview etiquettes and significant details of pre, and post interviews.

The outline of this training encompassed the following:

- How to ace an Interview?
- Communicate a clear and strong personal brand
- Identify measurable accomplishments
- Types of interviews
- What to prepare before an interview?
- What to do during an interview?
- Follow up after an interview





Placement Office

Meeting now (Meeting) | Microsoft Teams

https://teams.microsoft.com/_/#/pre-join-calling/19:f912b0029ca5447e8f0521f1e18d0fb1@thread.tacv2

Microsoft Teams

HOW TO ACE AN INTERVIEW?

COACHED BY: MS. MARIA MASHKOOR (FMOSS)

15:23

Maria Mashkoor

+17

Maria Mashkoor

12:33 PM

Meeting now (Meeting) | Microsoft Teams

https://teams.microsoft.com/_/#/pre-join-calling/19:f912b0029ca5447e8f0521f1e18d0fb1@thread.tacv2

Microsoft Teams

#1 COMMUNICATE A CLEAR AND STRONG PERSONAL BRAND

- Who are you?
- What do you offer?
- What makes you unique?

...Will convey to an interviewer what you bring to the table, whether you will fit in at their organization, and if you are the right person to do the job - or not.

Who are you?

People

Invite someone

Share invite

Presenters (1)

Maria Mashkoor

Attendees (36)

Mariam Pervaiz

BEE173002 - MUHAMMAD ...

BEE173003 - ARSLAN AHMED

BEE173004 - HASSAAN TAHIR

BEE173005 - MUBARAK ALI

BEE173010 - MUHAMMAD ...

BEE173013 - TAYYAB MUNIR

BEE173016 - MUNAZZA TA...

BEE173023 - ARSLAN ANSAR

BEE173028 - HAMZA IMRAN

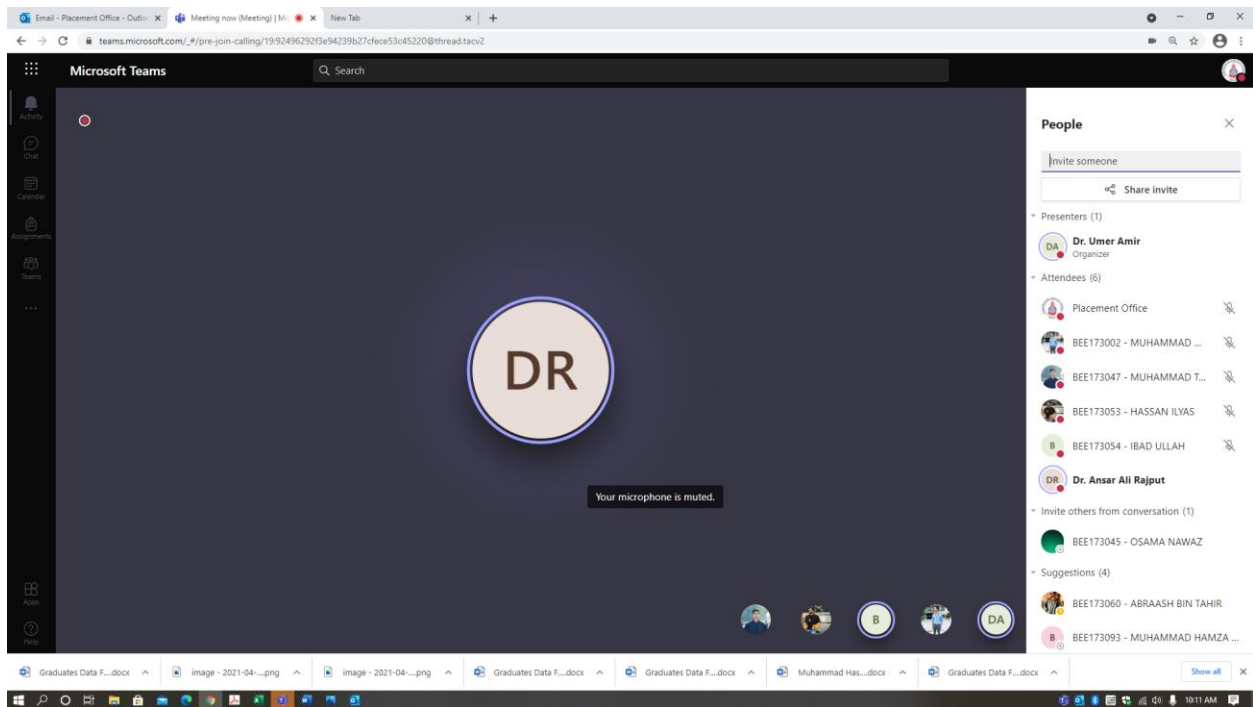
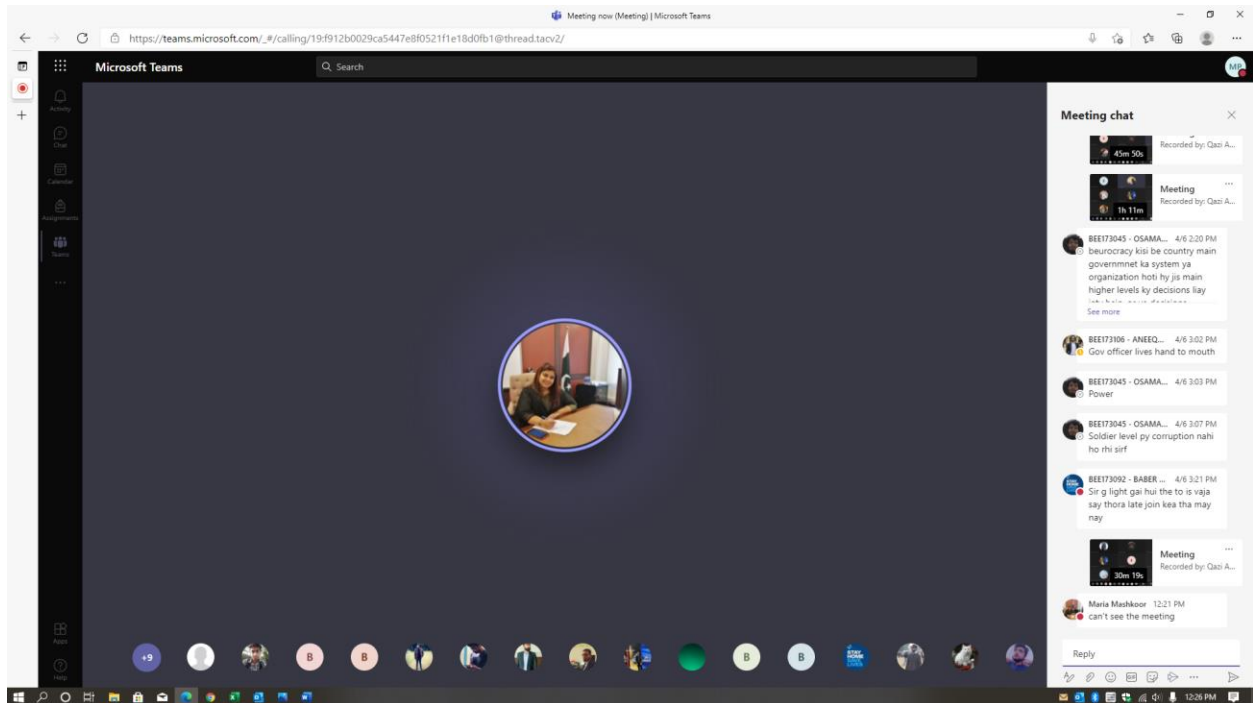
BEE173030 - SAAD MALIK

BEE173034 - SHAHZAD AFRIL...

BEE173036 - MUHAMMAD ...

+21

12:42 PM



Placement Office

Microsoft Teams Meeting in Progress

Job_hunting_skills - PowerPoint

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Favorite Statement

1. There are no jobs
2. I can not find work
3. I am not good at things
4. No one hires fresh graduates
5. Connections Gets the Job

Dr. Anzar Ali Rajput

12:53 PM 4/21/2021

People

Invite someone

Share invite

- BME173038 - RAJA MUHAM...
- BME173039 - SANWAL MA...
- BME173043 - SYEDA RAMIN...
- BME173059 - ASAD ALI
- BME173061 - NOMAN KHAN
- BME173063 - ABID ABBASI
- BME173068 - GHUFRAN MA...
- BME173076 - MUHAMMAD ...
- BME173088 - MEHTAB RAZA
- BME173093 - MUHAMMAD ...
- BME173099 - ABU HURAIRA...

More (14)

Suggestions (1)

BME173046 - JUNAID ZUBAIR

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Microsoft Teams Meeting in Progress

Job_hunting_skills - PowerPoint

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2 Truths of Job Market

1. There are always jobs out there for Talent
2. There are different Talents
 1. Thinker, Doers, Givers, Lacers, Boners, Sitters and

DON'T LISTEN TOO MUCH ABOUT BASHERS

Dr. Anzar Ali Rajput

12:59 PM 4/21/2021

People

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Currently in this meeting (38) Mute all

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- BME173014 - MUHAMMAD ...
- BME173015 - FAIZAN AHMED
- BME173018 - ALI AKBAR AB...
- BME173023 - HUZAIFA WAS...
- BME173026 - ZARYAB AKHT...
- BME173027 - SYED TABISH ...
- BME173030 - BABAR TANVIR
- BME173031 - MUHAMMAD ...
- BME173037 - NASAM KHO...

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Job_hunting_skills - PowerPoint

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Creative Approach

1. Do thorough homework
 1. What you want from LIFE
2. Inventory upon yourself
 1. Your Strengths
3. Talk to people who are in those kinds of jobs
 1. Get Connected
 2. Find out if they like their job and how they found their job.

Click to add notes

Dr. Ansar Ali Rajput

1:10 PM 4/21/2021

People

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Job_hunting_skills - PowerPoint

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Creative Approach

4. Choose organizations
5. Do research on those organizations.
6. Your personal factors
7. Find out if they are hiring through
 - Portals
 - Newspaper
 - Ask Around
 - Networking
6. Show how you can help your prospective employer solve their problems.
7. Cut no corners, take no shortcuts.

Click to add notes

Dr. Ansar Ali Rajput

01:02:35

1:16 PM 4/21/2021

People

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