



Capital University of Science and Technology

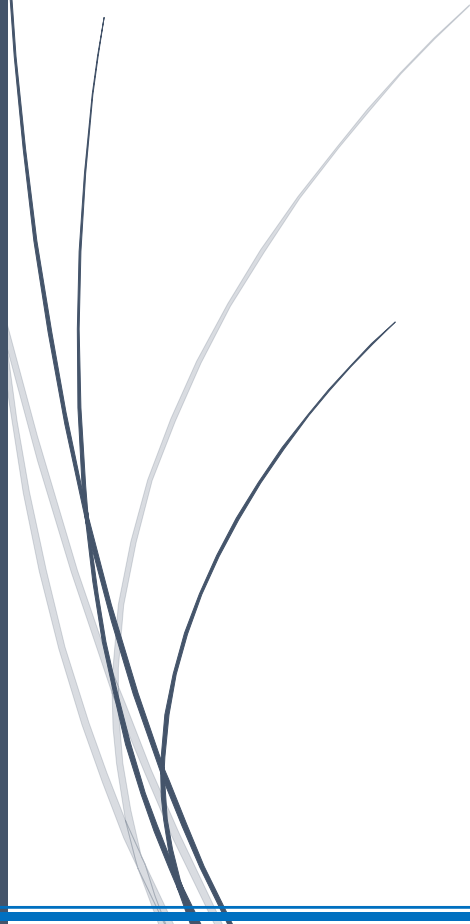
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CAPACITY BUILDING TRAININGS

Career Services Office



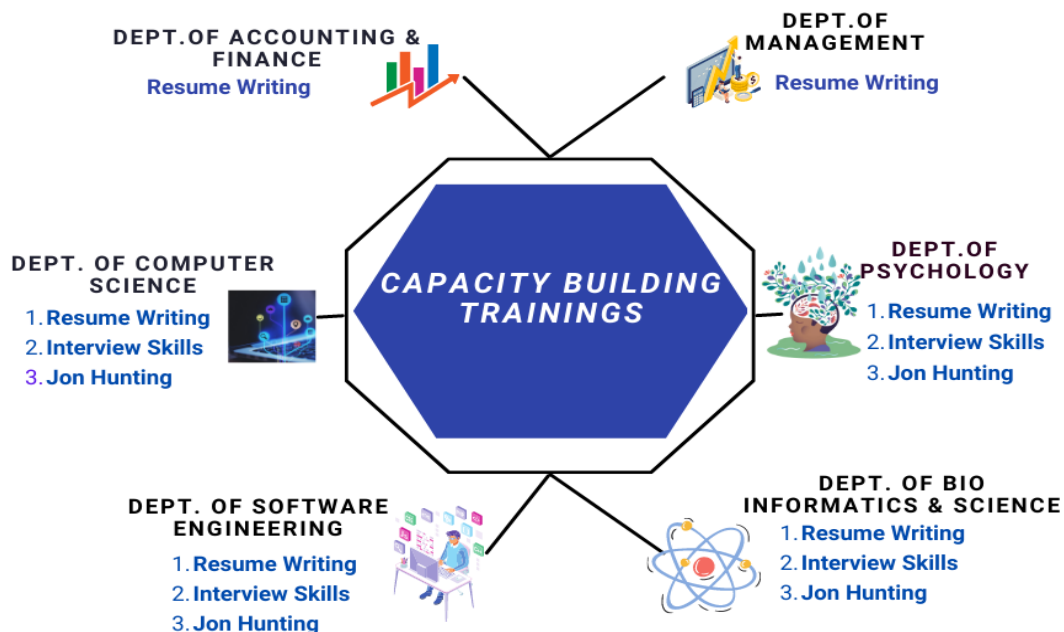
Capacity Building Training

Graduating Students Fall-2022

Career Service Office organized a series of training for graduating batches of Fall – 2022 (**Batch 191**) which spanned December 26, 2022, to January 12, 2023, on three different training modules including; Resume writing, Job Hunting, and Interview Skills. The training is held in regular classes of different subjects to ensure the participation of all the students. The objective of these trainings is to enhance the capacity of the students which ultimately prepares them to compete in the corporate world.

The training conducted with the graduating students of;

- ∞ Department of Management Sciences
- ∞ Department of Accounting & Finance
- ∞ Department of Psychology
- ∞ Department of Software Engineering
- ∞ Department of Computer Science
- ∞ Department of Bioinformatics & Biosciences



Dr. Ansir Ali Rajput, Ms. Maria Mashkooor, and Mr. Tijamal Hussain were engaged to conduct these training sessions. A total of **15** trainings were held with the aforementioned departments and **237** students benefited from these trainings.

To begin, the transition from campus to corporate and the right approaches were discussed in detail during the training on resume writing. The training sessions on resume writing covered the following areas in detail;

- ∞ What is a Resume and why do you need it?
- ∞ Significance of Resume
- ∞ Resume Formats
- ∞ Major Sections of the Resume
- ∞ 4 Ps of Resumes
- ∞ Attributes of a Winning Resume

Job Hunting was the next stage to resume writing. During the session, some of the common myths, techniques of an effective job hunt, the worst ways to find a job, creative approaches, and procedures were discussed in detail.

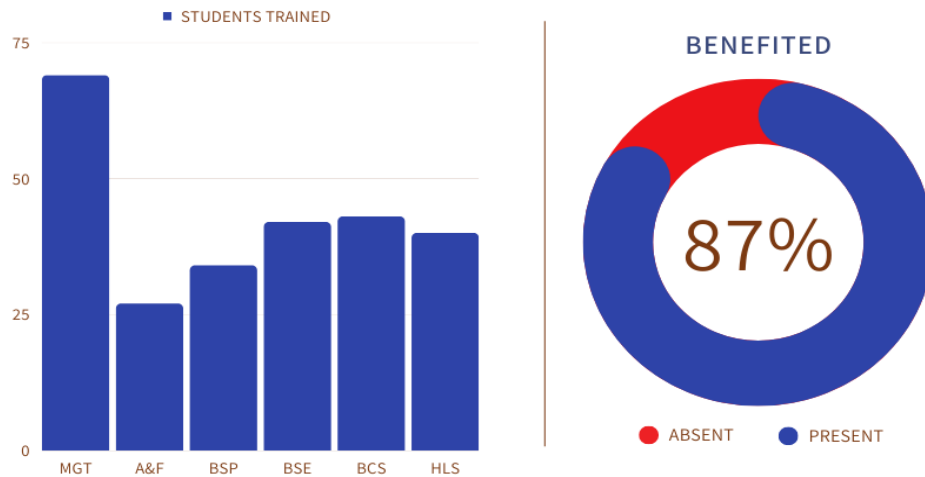
Further, the core of an interview and different types of interviews are discussed in detail. The training focused on interview etiquette and significant details of pre, during, and post-interview. The major areas discussed in the training session are as follows;

- ∞ What is an interview?
- ∞ Types of interviews
- ∞ What to prepare before an interview?
- ∞ What to do during an interview?
- ∞ Following up after an interview

Glimpse of Capacity Building Trainings

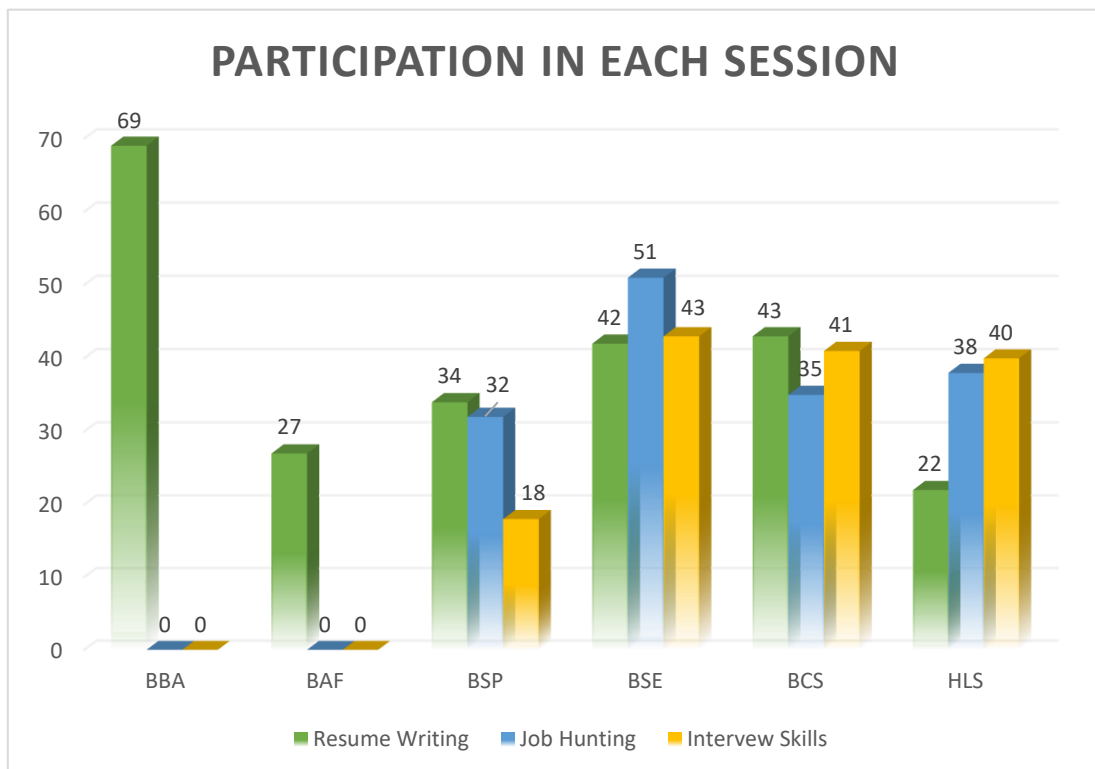
A total of 237 graduating students benefited from these training sessions.

CAPACITY BUILDING TRAININGS



A total of 237 students benefited from the Training sessions

PARTICIPATION IN EACH SESSION



Schedule of Trainings as below:

S. No	Department	Training	Trainer	Date
01	BBA 8 th Semester (Section 1)	Resume Writing	Mr. Tijamal Hussain	26 Dec 2022
02	BBA 8 th Semester (Section 2)			26 Dec 2022
03	Psychology			28 Dec 2022
04	Accounting & Finance			02 Jan 2023
05	Software Engineering			03 Jan 2023
06	Computer Sciences			09 Jan 2023
07	Bio Informatics & Bio Sciences			11 Jan 2023
08	Psychology	Job Hunting	Dr. Ansir Ali Rajput	02 Jan 2023
09	Software Engineering			04 Jan 2023
10	Computer Sciences			10 Jan 2023
11	Bio Informatics & Bio Sciences			11 Jan 2023
12	Psychology	Interview Skills	Ms. Maris Mashkooor	30 Dec 2022
13	Software Engineering			04 Jan 2023
14	Computer Sciences			09 Jan 2022
15	Bio Informatics & Bio Sciences			12 Jan 2023

Annexure: Activities Pictures attached as



