

Unit 2-

Communication Skills for Career Building

- CV and Résumé Writing,
- Interview Skills,
- Group Discussion,
- Effective Profiling,
- Communication and Networking: Building relationships,
- Writing the Statement of Purpose (SOP) for admission in Higher Studies,
- Seminar & Conference Paper Writing,
- Expert Technical Lecture: Writing and Presenting

CV/ RESUME WRITING



CONTENT OF PPT

JOB APPLICATION

CV- CURRICULUM VITAE

RESUME

TYPES OF RESUME

ELEMENTS OF CV

IMPORTANT THINGS TO TAKE CARE

JOB APPLICATION

Application presented explaining personal credentials and requesting for a meeting.

It should be brief and clear

Solicited or unsolicited

Express enthusiasm

Be positive

Highlight strengths

Consist of two parts

- 1. cover letter
- Resume/CV

COVER LETTER



Follows block style letter format.



Serves as a sales letter for individuals' credentials.



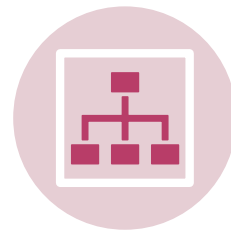
Be specific to the need of industry.



Flawless writing by checking the spellings and grammar



Addressed to specific person/department



Must be brief.

RESUME



Essential part of job application



Present educational, professional past and present credentials to the perspective employer.



Help to assess future credentials of the candidate.

DESIGN OF CV/RESUME

- Design eye catching CV
- Use headings and sub headings.
- Use Bullets
- Horizontal Lines
- Use Keywords (nouns and noun-phrases) specific description.
- Write fragments not complete sentences.

TYPES OF RESUME

○ Chronological Resume

- Emphasize education and work experience
- Most applicable for the jobs continuing in the same.
- **Information is arranged** in ascending or descending order of time.

○ Functional Resume

- Provides examples of most significant experiences and demonstrate abilities.
- Emphasize individual field of competence.

○ Hybrid Resume

- Combination of chronological and functional resume.
- Concise and honest.

DIFFERENCES AND SIMILARITIES BETWEEN CV AND RESUME

Similarities

- Are protocols for job search and serve the same purpose.
- Are standard formats for job application.
- Gives a summary of your credentials and experience.

Differences

- Resume is targeted as per job specification while CV is detailed.
- CV is chronological order record of your life while Resume is shorter and more focused as per job requirement.
- CV is normally 2-3 pages long while Resume is 1-2 pages long.
- CV is more formal.



TYPES OF RESUME

- Chronological resume
 - Emphasize education and work experience
 - Most applicable for the jobs continuing in the same.
 - information is arranged in ascending or descending order of time.
 - Functional resume



ELEMENTS OF CV/RESUME

Personal Information.

Objective.

Previous work Experience

Education

Skills and Abilities

Other Certifications\

Honors

Publications

Presentations

Professional Membership

Courses/Trainings attended (Professional/Other)

ADDITIONAL ELEMENTS OF CV/RESUME



Objective/Professional interest statement.



Computer/Technical Skills.



Additional Experience.



Committees



Community Server/Volunteer.



Foreign Languages



Interest Hobbies

PERSONAL INFORMATION



Always put on the
top



Your Name



Photograph (Use A
Professional Photo)

.



Contact
Information



Telephone No.



Mobile No.



Email Address



Postal Address.

ELEMENTS OF CV/RESUME



● Objective

The Objective should be after the personal information

- What you are applying for
- Be brief.
- Don't be over descriptive.



OBJECTIVE

- The Objective should be after the personal information
- What you are applying for
 - Be brief.
 - Don't be over descriptive.
 - must be clear, concise and to the point.
 - Avoid being over specified.
 - Target the company's prospective.

ACADEMIC DETAILS

- Start from Last School attended.
- Write Course/Degree Name
- Year Of Passing. • CGPA/% obtained. • Name of Institution.

Example:

Passed XII from Khaitan Public School, Vasant Kunj, New Delhi affiliated to CBSE, New Delhi, in 2018 securing 92% marks in PCM Stream



WORK EXPERIENCE

- Start from Recent/Last Job.
- Order them by date (period)
- Explain Duties and Responsibilities.
- Don't be over descriptive.

SKILLS AND ABILITIES

- All of them important.
- Highlight the skills most relevant to the job.
- Achievements

SAMPLE COVER LETTER



Professional Communication

Box No. N-20.

The Times of India,

Lucknow.

Dear Sir,

I am a Science Graduate with PCB as my optional group. Your advertisement in The Times of India for a Medical Representative's post suits my qualification and aptitude. Here are my details :

My High School and College Education has been completed in the city of Lucknow. I passed the S.S.C. Examination from National High School in 2000 in the First class. I graduated from Lucknow University Lucknow with Physics, Chemistry and Biology as my major subjects at the Bachelor of Science Examination in April 2005. I obtained a First Class grade, with 62% marks in the major group of subjects.

During the entire 3 years of my college career, I have been on the Students Union of the University in different capacities, as the Magazine Secretary and Student Activities Secretary. While working in these capacities, I have had ample opportunities to meet different people for obtaining advertisements for the University Magazine and for organising social activities for the student.

I am 22 years of age, unmarried and am blessed with excellent physique.

My hobbies are travelling and reading.

I can read, write and speak English & Hindi.

I have enclosed copies of testimonials.

I hope my qualifications will suit your requirements and I await an interview soon.

Yours faithfully,

S.K. Sharma

Encls : Five

SAMPLE RESUME



RESUME

Name :-

Address :-

Date of birth:-

Contact Info. :-

Landline:

Mobile:

E-Mail ID:

Academic Qualification :-

<u>Examination</u>	<u>Board</u>	<u>Marks Obtained</u>
SSC		
HSC		
T.Y.B.Com		

Professional Qualification:-

<u>Examination</u>	<u>Board</u>	<u>Marks Obtained</u>
CPT		
PCC		
CA Final		

Technical Qualification :- MS-Office,tally package,Accounting On ERP,
Completed ICAI's mandatory Computer Training.

Work Experience:-

Computation of income for individuals,firms,professionals & companies.
Tax audit For Individuals,firms & companies.
Knowledge Of Vat audit & Related work.
Accounting Of Trading Firms,Professionals,Companies,etc

Work Exposure:-

Articled Assistant at: - XYZ & Co(chartered Accountants)

Worked With:-

XYZ & Co(chartered Accountants)

SAMPLE CV



CURRICULUM VITAE

Prashant

AGE:- 18 No 10/V.P.O. Rd.,
Najafpura, New Delhi-110043
Mobile No.-9906199941

CAREER OBJECTIVE

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges.

ACADEMIC QUALIFICATION

- 10th Passed from C.B.S.E. Board in 2009
- 12th Passed from C.B.S.E. Board in 2009
- Pursuing B.Com-1st year from Delhi University

TECHNICAL QUALIFICATION

- Basic Computer Knowledge

Work Experience

- Fresher

STRENGTH

- Positive attitude, Good Communication Skills

PERSONAL PROFILE

- | | |
|-------------------|--------------------------------|
| ➤ Barber's Name | Mr. Deepa Kishan Behlwar |
| ➤ Date of Birth | 12/March/1991 |
| ➤ Sex | Male |
| ➤ Marital Status | Unmarried |
| ➤ Languages Known | Hindi, English |
| ➤ Nationality | Indian |
| ➤ Hobbies | Playing football & Volley Ball |

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

From:

Place: New Delhi

(PRASHANT)

SAMPLE CV



Vineetha Ramesh
888 54 8 Street
Block 12/2a
Bangalore-570009
Mobile: +91 9686809000
E-Mail: vineetha@kiet.ac.in

Aiming for career enrichment in the field of Pharmaceuticals

CAREER OBJECTIVE

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objectives of the organization and to grow with it. Having no experience in the field of computer I am, for now, at my intermediate records, the Company which will motivate the most in achieving goals.

PROFESSIONAL EXPERIENCE

- At these 10 years experience involving sales, marketing, sales promotion, business development, cash handling in accounting, Bank Reconciliation, statutory payments, employee welfare, Minimum wage, safety, internet, auditing, Inventory Management.
- Working knowledge of all sales in Italy (B2B).

PERSONAL ABILITIES

- Excellent interpersonal and communication skills
- Self-motivated, methodical and precise thinker
- A team player, constructive learner and provider
- Flexible, independent and willing to take the initiative

Strengths

- Positive attitude, hardworking and ability to work under pressure
- Ability to reach goals
- Good working quality

WORK EXPERIENCE

<http://www.vineetha.com> / vineetha@kiet.ac.in / www.vineetha.com



SNEHAL SHARMA

COMMERCE GRADUATE

sharma.snehal2001@gmail.com

8448940175

GREATER NOIDA, INDIA

linkedin.com/in/snehal-sharma-a967b2190

I am an enthusiast and driven Commerce graduate with an B.COM degree from the University of Delhi and looking forward to secure an Investment Banking position to utilize my strong analytical skills and Finance knowledge.

INTERNSHIP EXPERIENCE

WEALTH MANAGEMENT ANALYST WISE FINSERV PVT LTD

10/2021 - 12/2021

NOIDA

TASKS/RESPONSIBILITIES

- PREPARED MUTUAL FUND PERFORMANCE REPORTS FOR CLIENTS.
- ASSISTED IN THE IMPLEMENTATION OF FINANCIAL PLANNING, STRATEGIES SUCH AS SAVING PLAN FOR RETIREMENT PLANNING.
- PREPARED FUNDAMENTAL ANALYSIS REPORT ON NATIONAL FITTINGS LTD.
- CONDUCTED RESEARCH TO IDENTIFY NEW INVESTMENTS OPPORTUNITIES.

OMNI SPORTS LEADER DECATHLON INDIA PVT LTD

09/2021 - 12/2021

GREATER NOIDA

TASKS/RESPONSIBILITIES

- CONDUCTED FISCAL INVENTORY VALUATION OF RUNNING DEPARTMENT.
- MANAGING SPORT P&L ACCOUNT OF RUNNING DEPARTMENT.
- PROVIDED CUSTOMER ASSISTANCE AND PUSHING FOR ONLINE ORDERS.
- RESPONSIBLE FOR STOCK MANAGEMENT OF RUNNING DEPARTMENT.

EDUCATION

B.Com (Prog)
SHYAM LAL COLLEGE (UNIVERSITY OF DELHI)
08/2019 - 07/2022 =8.5 CGPA

12th Commerce (CBSE)
CAMBRIDGE SCHOOL GREATER NOIDA
04/2018 - 05/2019 =89%

10th (CBSE)
CAMBRIDGE SCHOOL GREATER NOIDA
04/2016 - 05/2017 =7.6 CGPA

LANGUAGES

ENGLISH
Professional Working Proficiency

HINDI
Full Professional Proficiency

PROJECTS

HYDRO AGRCULTURE AUTOMATED LAB RISE TECH PARK PVT LTD

Achievements/Tasks

- PROJECT WAS IOT AND INDUSTRY AUTOMATION BASED.
- SHARDA HOSPITAL AGRICULTURE DEPARTMENT OF GREATER NOIDA WAS THE CLIENT OF THIS PROJECT.

CERTIFICATIONS

MASTERING THE INDIAN STOCK MARKET
BY BOMBAY STOCK EXCHANGE

MICROSOFT EXCEL (BASICS OF FINANCIAL
MODELLING)
BY FINLLADER

READING FINANCIAL STATEMENTS
BY CORPORATE FINANCE INSTITUTE

TRADING BASICS
BY INDIAN SCHOOL OF BUSINESS (COURSERA)

PYTHON PROGRAMMING (BASICS)
BY INCAPP INSTITUTE

TECHNICAL SKILLS

TECHNICAL ANALYSIS

FUNDAMENTAL ANALYSIS

MONEY MANAGEMENT

FINANCIAL MODELLING

MICROSOFT EXCEL

CINEMATIC VIDEO EDITING

PHOTO EDITING

PYTHON

INTERESTS

VALUE INVESTING

COOKING

SPORTS

BOOK READING

PHOTOGRAPHY

CINEMATIC FILM MAKING

TRAVELLING

TREKKING

SWING TRADING

INTERVIEW SKILLS

Department of Humanities & Social Sciences,
KIET GROUP OF INSTITUTIONS

DELHI-NCR, GHAZIABAD

Interview

A meeting of minimum two people;



Expert(s) - Candidate



Arranged to examine the suitability of the candidate



Tested for Subject Knowledge, Skills and Desired Behavior in a limited time

Types of Interviews

Types of Interview

- Structured Interview
- Unstructured Interview
- Mixed Interview
- Behavioral Interview
- Stress Interview
- One to One Interview
- Panel Interview
- Telephonic Interview
- Video Interview

Structured Interview: The interview in which preset standardised questions are used by the interviewer, which are asked to all the candidates. It is also known as a patterned or guided interview.

Unstructured Interview: The unstructured interview is one that does not follow any formal rules and procedures. The discussion is free-flowing, and questions are made up during the interview.

Mixed Interview: It is a combination of structured and unstructured interview, wherein a blend of predetermined and spontaneous questions are asked by the interviewer to the job seeker. It follows a realistic approach which allows the employer to make a comparison between answers and get in-depth insights too.



4. Behavioural Interview: It is concerned with a problem or a hypothetical situation, given to the candidate with an expectation that he/she would solve. It aims at revealing the job seeker's ability to solve the problem presented.



5. Stress Interview: The employer commonly uses stress interview for those jobs which are more stress-prone. A number of harsh, rapid-fire questions are put to the interviewee with intent to upset him. It seeks to know, how the applicant will respond to pressure.



6. One to one Interview: The most common interview type, in which there are only two participants – the interviewer (usually the representative of the company) and interviewee, taking part in the face to face discussion, in order to transfer information.



7. Panel Interview: Panel interview is one, in which there is a panel of interviewers, i.e. two or more interviewers, but limited to 15. All the members of the panel are different representatives of the company.



8. Telephonic Interview: Telephonic interview is one that is conducted over the telephone. It is the most economical and less time consuming, which focuses on asking and answering questions.



9. Video Interview: An interview, in which a video conference is being employed, to judge or evaluate the candidate. Due to its flexibility, rapidity and inexpensiveness, it is used increasingly.



10. Decision making interview: HR manager takes decision with respect to salary, allowance, benefits, promotions, etc.

Prior to Interview



Read your CV /
Application and
Skills demanded



Know the
Company



Visit the
Company's website



Study Annual
Reports



Read Business
News Papers,
Magazines



Directly contact
the employees

Know Company Background

Main Products
/ Services

Annual
Turnover,
Profit, Dividend

Competitors

Area of
operation

New Product /
Services to be
launched

During an Interview employers evaluate

Self Confidence – Be calm & confident

Communication Skill - Fluency in English, Good Vocabulary, Grammar, Pronunciation

Technical & Interpersonal Skills – listen to the questions attentively and answer to the point

Be honest – While answering, even if you don't know the answer, be honest in replying.

Body Language

(Non-verbal communication)

1

Posture: sit erect without leaning on the table or slouching in the chair, but don't be stiff and tense

2

Always make eye contact when you speak, but avoid continuous staring

3

Don't use too many hand movements and frequent change of facial expressions not in relation to words you have expressed

Attire

You will never get a second chance to make a good first impression

Dress formally and well groomed

Wear something that make you feel comfortable

Use simple accessories like jewelry, watch, ties, shoes, etc

Strong Scents, Perfumes and After Shave Lotions should be avoided

Expected qualities of the candidate



Effective Verbal Communication



English language,



Natural delivery, fluency



Pronounce sentences clearly



Speak little more loudly or lower your voice to draw attention of the experts if there is an important point or opinion

Why Rejection?



Vague and irrelevant answers



Very fidgety: little eye contact; nervous mannerism, such as playing with hair, nail biting, nose touching, ear scratching etc.



Lack of sincerity



Utter superficial remarks to impress the interviewer
(Project work, Achievements)



Argumentative

Do's

Do take	Do take a practice run to the location where you are having the interview
Do fill	If presented with a Job Application, do fill it out neatly, completely and accurately
Do bring	Do bring extra Resumes to the Interview
Do greet	Do greet the interviewer & do shake hands firmly
Do wait	Do wait until you are offered a chair before sitting.

Do's



Do make good eye contact with your interviewer(s)



Do show enthusiasm & interest in the position and the company



Do make sure that your good points come across to the interviewer in a factual sincere manner



Do stress upon your past achievements

DON'TS



Avoid controversial topics



Don't ever lie. Answer questions truthfully & frankly



Don't say anything negative about former colleagues, supervisors, or employers



Don't answer questions with a simple 'Yes' or 'No'. Explain, whenever possible. Describe those things about yourself that showcase your Talents, Skills and Determination. Give examples

Don'ts

- Don't inquire about salary, vacations, bonuses, retirement, or other benefits until after you've received an offer
- Don't bring up or discuss personal issues or family problems
- Don't say your past history, hence it is available in the C.V. itself

After Interview

- Thank the interviewer(s) for calling you for the Interview
- Indicate that you look forward to hear from them

GROUP DISCUSSION



Department of Humanities & Social Sciences,
KIET GROUP OF INSTITUTIONS
DELHI-NCR, GHAZIABAD

GROUP DISCUSSION





What is a Group Discussion?

A Group Discussion (GD) is a technique used by corporate companies, educational institutes, and other organizations to judge the communication skills of the participant. Communication skills are a crucial factor when compared to technical knowledge in any corporate environment.



What Skills are Judged in GD?

How good are you while communicating with others?

How do you behave and interact with a group?

How open-minded are you?

Your listening skills.

How do you put forward your views?

Your leadership and decision-making skills.

Your analytical skills and subject knowledge.

Your problem solving and critical thinking skills.

Your attitude and confidence.

Body Language

These are certain skills that must be learned as a candidate in order to crack a GD successfully.



1) Interpersonal Skills: It is a skill that helps to convert a normal conversation into an impactful conversation. When we say that 'you should sound confident', it not only involves the way you speak but your overall appearance as a whole.



The soft skills required include using voice modulation, pronunciation and tone in an appropriate manner. One can take proper training in soft skills or imbibe some tips of presenting oneself in the corporate world.



2) Leadership Quality: Among the crowd of talented candidates there's always a chance of getting overshadowed and compressed.



It could be the case where even if the other candidate is less knowledgeable or mediocre in academics but his one quality of putting forth his positives and ability to control the situation (here discussion) will make him/her earn a brownie point.



3) Listening Quality: A good listener is a good *Problem Solver*. A good listener helps to build the other qualities that are required in GD such as analytical skill, critical thinking, communication, decision making, etc.



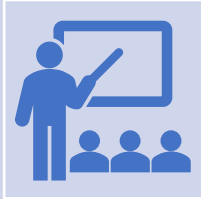
Listening not only helps to understand the topic from others point of view but also helps to think accordingly and reach the solution to the problem or discussion.



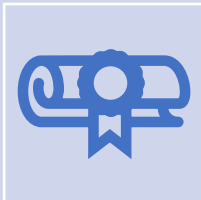
It is also a good gesture and a communication building block with the other candidates, as it gives a sense of respect for other views. Listening also makes one approachable and most importantly being listened to in return. In simple terms, if you want to be listened to by everyone then you should also listen to others.



#4) Convincing Power: The ability to convince others by means of your speech is a great skill that is useful for any company. The candidate should be able to impact the other candidates through his thought process and indeed one must learn this skill.




5) Knowledge : In order to be active in a discussion session, one must have an overall knowledge from all the sectors of the world. One should be reading newspapers, various fictions, non-fiction books, etc.




Must have knowledge on the latest updates in different fields such as current affairs, education, sports, travel, arts & science, etc. Again it is not necessary to have all facts and figures of the topic but it is enough to speak with confidence on the given topic.

Certain essential pointers that are very important to get noticed and selected in a GD


1) Appearance: This is the first thing to be noticed by anyone but still people/candidates ignore this aspect of one's personality. Always wear formal attire and be well-groomed.



2) Eye Contact: Your confidence will be seen in your eyes. Hence maintain eye contact with the evaluator while initiating the discussion.



Even when you are listening to the opposition candidate, make sure that you are slightly turned towards the angle where the candidate is present and use gestures such as nodding in appreciation in between the presentation.



3) Avoid Dominance: Always remember that it is a discussion and not a battle.



4) Avoid Interrupting: It is considered mannerless to interrupt someone while talking. Everyone has a say and one should respect and let your turn come for you to have your say. There could be a situation where you may need to cut short the speaker, in such cases do it politely with due respect and apologize for doing so.



For Example, *'I am sorry to intervene but considering the time limit, I may miss putting forth my point so I would like to say that.....'*



5) Clarity of Speech and Thoughts: Always maintain a medium speed and volume of your voice. Be prepared in the mind of your thoughts that you are about to present and be clear. Avoid fumbling and jumbling with your speech. Be confident and pardon if you make a mistake while speaking.



6) Irrelevant Talk: Avoid deviating from the main topic and be on the same track. Quality is more important than quantity. Be short and simple and refrain yourself from being involved in irrelevant talks.

Types of GD

There are three types of GD based on the content of the discussion.

1) Topic-Based GD: This type of GD is based on certain topics which are practical and real.

For Example, Socioeconomic topics, Education related like, *“How Plastic is affecting our Earth?” “Is a college degree necessary to become an Entrepreneur?”*

This type of GD is further categorized



Factual GD: These types of GDs are very informative and require a thorough knowledge of the subject. One should have actual facts and figures known before taking part in the discussion. For example, Indian Economical growth since 1947.



Controversial GD: There are certain topics which lead to an argument and such topics are introduced in GDs to test the candidate's way of handling the situation. This topic is a kind of mock session representing a fierce situation in a company. Here, the candidate is tested on parameters like patience, situation handling, anger control, critical thinking ability, etc. For example, Arranged Marriage Vs Love Marriage.



Abstract GD: There are some topics which are not based on physical presence but are conceptual topics or intellectual topics. Such topics test the thinking capability and the analytical thinking of the candidate. For example, Humanity.



•

2) Case-Based GD: This type of GD is based on case studies which portray a real-life situation. The group is provided with a case study beforehand and is given a few minutes of time to prepare for it. In this type of GD, the group has to solve the case study to give a solution.



In the process of solving the case study the qualities such as problem-solving, analysis, thinking out of the box are getting tested.



#3) Article-Based GD: Similar to case-based GDS, in an article based GD, the candidates are provided with an article which could be based on any field like politics, sports, technology or any topic for that matter.



The candidates are given time to prepare for the discussion. This GD helps to analyze how the candidate responds to the unknown field/ fact and how confident he/she is in presenting his/her point of view.

Do's of participating in a GD:



Don'ts of participating in a Group Discussion

1

Initiate the discussion if you do not have sufficient knowledge about the given topic.

2

Over speak, intervene and snatch other's chance to speak.

3

Argue and shout during the GD

4

Look at the evaluators or a particular group member

5

Talk irrelevant things and distract the discussion

6

Pose negative body gestures like touching the nose, leaning back on the chair, knocking the table with a pen etc.



Statement of Purpose (SOP)

A statement of purpose (SOP), also known as a **personal statement**, is a letter that **explains your desire** to study abroad, your **academic and professional interests**, and the value you will bring to the graduate programme you are applying for .

Once submitted, it is reviewed by the admissions panel and typically includes information about **your career path, interests, professional contributions, goals**, and what motivated you to pursue a specific programme.

Simply put, the SOP is your **first introduction** to the university as an applicant, and it communicates your personality, intent, and goals to the university's selection committee.

It is generally **written in the form of an essay**, but there are exceptions, such as some universities keeping it question-based.



Tips: Statement Of Purpose structure

Content should be structured, well written, and develop a story. Here's a perfect format for writing the Statement of Purpose.

Introduction:

- **Start with describing your childhood, what most interested you when you were a little kid and how it shaped you as a person.**

Part1:

- **Subtly talk about your undergrad achievements, also mention your current subjects that pushed you towards the course**

Part2:

- **Explain your projects, internships, training, and the learnings from them.**



...

Part3:

Let them know what you like about their university e.g., Research, Faculty, labs, campus, courses etc.

Part4:

Tell them about your long-term and short-term goals, like where you see yourself in 5 years.

Conclusion:


In the end, add how you will be a valuable asset to the university and your home country.

Sample

My name is Ritesh Kumar and I hail from Delhi, India. I see myself as a goal-driven person with a keen desire to make a remarkable contribution to whatever I do. I believe that a strong sense of business knowledge and managerial skills would come in handy in helping me realize this life objective. For this, I feel that an MBA degree at your esteemed university is my first step towards building a strong career foundation for myself.

Looking back, I always had a strong taste for business from my childhood days. I guess it came naturally to me coming from a business family background. Even as a child, I would love accompanying my father to his garments factory back home and love understanding and learning the rudimentary nitty-gritties of the business from him.

It is then that I decided to graduate in Business Administration after completing school. I did my Bachelors of Business Administration (BBA) from NMIMS, Mumbai, which set the ground for a future career in business and management. To further quench my thirst for gaining the desired business acumen for success, I am now keen on pursuing an MBA program.



I started my professional career as a Marketing Assistant at Stryker Corporation, a US-based Medical Technologies company. During my 3-year tenure in the firm, I gained sufficient working knowledge that added value skills to my portfolio. I was also awarded as the “Employee of the Year” during my service in the firm. I then moved on to assume the role of a Marketing Manager at an export-import company where I became even more passionate about refining my business and managerial skills.

This is what prompted my decision to pursue higher education in the domain by pursuing an MBA program. I feel fortunate to have come across your esteemed university in my endeavor to realize this dream. I strongly believe that with my professional experience coupled with my strong leadership and team-management skills, I will be able to add much more value to my existing portfolio. This would further help me climb up the success ladder in my respective area of work.

Upon completion of the MBA program at your university, I look forward to returning to Mumbai and exploring opportunities that allow me to put my knowledge and skills to good use for the betterment of the community at large. I also sincerely hope that this program would help shape my overall personality better.