



**SRM**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University u/s 3 of UGC Act, 1956)

# Resume Writing Class 19

Department of English and Foreign Languages  
SRM Institute of Science and Technology

# Objectives

- will learn to evaluate oneself the strengths and talents which will determine his/her career
- will learn how to list out one's interests, skills, achievements etc.,
- will learn the task of preparing one's persuasive resume design and the components in an effective, professional and polished way

# Preparation

- Assessing yourself
- your interests and talents : player, singer, writer, social activist
- Skills: Personal traits required in a work environment, team player, good communicator such as well organised, cheerful,
- Positive and negative character traits, strengths and weaknesses
- Achievements - indicators of personality
- Give a professional look with appropriate style, take care of Grammar.
- Provide factual, Complete, accurate



# Name and Address

- Raghuveer S
  - 14, Prakriti Apartments
  - Ashok Nagar
  - Lucknow- 226001
  - Uttar Pradesh
  - Mail:
  - Phone:
- Don't write the words From and To and the word no for door no.
  - No comma or full stop
  - Date should be properly written
  - Proper spacing
  -

# Objective

- Special part of a resume
- Should be above the main experience and education
- Should be tailored to the position seeking / sought
- Specific one sentence focused one sentence expressing the goals related to the targeted position
- Should convey the motivation and interest
- Example: To contribute to the growth of a high technology engineering enterprise where I will have opportunities to utilise my exposure and experience in moulding and designing steel structures.

# Education

S.No	Course	Institution	Period	CGPA/ Percentage	Remarks
1	M.Tech Mechanical Engg.	IIT - Kharagpur	2017-19	9.48	University Rank Holder
2	B.E. Mechanical Engg.	SRMIST - Chennai	2013- 17	9.67	University Rank Holder
3	HSC	Govt Higher Sec School, Lucknow	2011-13	97%	School Rank Holder
4	SSLC	Govt Higher Sec School, Lucknow	April - 11	95%	District Rank Holder

# Training and Experience

Period	Organisation/ industry	Designation	Remarks
MAY 2016-JULY 2016	IIT MADRAS	Summer Internee	Worked in IC laboratory and formulated a mathematical model of heat transfer fins.
MAY 2015-JUNE 2015	VALEO FRICTION MATERIALS INDIA Pvt Ltd	In plant trainee	Engaged with R&D team in measuring the clutch friction plate density.



# Other Skills, Achievements, strengths etc.,

- Curricular Aspects : Publications, projects, Conferences & workshops
- Extra - Curricular activities : Club activities, Social and Environmental activities
- Computer Skills : Utilities, Languages, Software
- Hobbies
- References : One from academic and another from Industry



# CURRICULAR ASPECTS

- PUBLICATIONS:

Published a research article in the scopus indexed journal.

<https://doi.org/10.1016/j.cscm.2017.03.004>

- PROJECTS:

Characterisation and analysis of AA1100-SiCp MMC fabricated through FSP.

- CONFERENCES:

IR 4.0 Adoption and development, Feb 2017, conducted by CEG, Anna University.

- WORKSHOPS:

Advancements in automation, July 2016, conducted by NIT Trichy

# EXTRA-CURRICULAR ACTIVITIES

- CLUB ACTIVITIES:

- NSS Volunteer 2013-2016

- Student co-Ordinator, Society of Mechanical Engineers 2016-2017

- Social and Environmental activities:

- Election day awareness in a nearby village 2016

# COMPUTER SKILLS

- UTILITIES:

Microsoft office  
Spreadsheets

- LANGUAGES:

C, C++, Java, Python

- SOFTWARES:

Catia V5

# HOBBIES/INTERESTS

- Space exploration
- Artificial intelligence
- Machine Learning
- Calligraphy
- Mindfulness



# REFERENCE

- Dr Anand Krishnasamy  
Assistant Professor  
Internal Combustion Engines Laboratory  
Indian Institute of Technology Madras  
Tel : (O) : +91 44 22574720  
Email : [anand\\_k@iitm.ac.in](mailto:anand_k@iitm.ac.in)
- Balasubramanian Salla  
Valeo senior expert  
R&D, VFMI Pvt ltd.,  
Tel : 8681019380  
Email : [salla26@gmail.com](mailto:salla26@gmail.com)

# DECLARATION

- I hereby affirm that the above provided details are true to the best of my knowledge and belief.

Signature,

Place: Lucknow

Date: 22 November 2020



<p align="center"><b>RAKESH NARAYANA</b>          3/7-C, Bharat Nagar, New Friends Colony          New Delhi-110065, (0091) 11-26729382,          E-mail: rakeshn@yahoo.co.uk.</p>			
POSITION SOUGHT OBJECTIVE	<p><b>Senior Flight Operations IT Officer</b>          To work as a flight operations IT officer in a fast growing airline system where I will have opportunities to use my experience in systems analysis, implementations, and management within the Flight Operations Department.</p>		
EDUCATION	<p><b>Delhi College of Engineering</b>, New Delhi          B Tech in Computer Engineering, 2000          GPA 4.25/5.0</p> <p><b>Patna Science College</b>, Patna          B Sc Honours in Physics, 1995          First Class with distinction</p>		
EXPERIENCE	<p><b>Flight Operations IT Officer</b>, Air Deccan, Vasanthnagar, Bangalore          August 2000 to present</p> <ul style="list-style-type: none"> <li>Support software applications, analyse new systems requirements, and manage projects within Flight Operations Department.</li> <li>Selection/development of suitable IT packages, including basic systems design/concepts, evaluation, customisation, and integration of existing systems.</li> </ul>		
SPECIAL SKILLS	<ul style="list-style-type: none"> <li>Ability to discuss IT related issues and make recommendations to the management</li> <li>Excellent communication skills</li> <li>Ability to work in multi-cultural and multi-functional team environment</li> <li>Interpersonal skills</li> </ul>		
ACTIVITIES & INTERESTS	<ul style="list-style-type: none"> <li>Member, Lion's Club</li> <li>Member, ISIT</li> <li>Member, CAD Society, Delhi College of Engineering, 1998-2000</li> <li>Cricket, Basketball, Badminton</li> </ul>		
ACHIEVEMENTS	<ul style="list-style-type: none"> <li>National Talent Search Scholarship, 1990-1995</li> <li>DCE Merit Scholarship, 1998</li> </ul>		
REFERENCES	<table border="0"> <tr> <td> <p><b>Prof D N Jha</b>            Professor of Physics            Patna Science College            Patna            Tel: (091) 612-2265984            E-mail: jhadn@rediffmail.com            E-mail: skpaul@dce.ac.in</p> </td> <td> <p><b>Dr S K Paul</b>            Professor, Computer Engineering            Delhi College of Engineering, New Delhi            Tel: 9835646475</p> </td> </tr> </table>	<p><b>Prof D N Jha</b>            Professor of Physics            Patna Science College            Patna            Tel: (091) 612-2265984            E-mail: jhadn@rediffmail.com            E-mail: skpaul@dce.ac.in</p>	<p><b>Dr S K Paul</b>            Professor, Computer Engineering            Delhi College of Engineering, New Delhi            Tel: 9835646475</p>
<p><b>Prof D N Jha</b>            Professor of Physics            Patna Science College            Patna            Tel: (091) 612-2265984            E-mail: jhadn@rediffmail.com            E-mail: skpaul@dce.ac.in</p>	<p><b>Dr S K Paul</b>            Professor, Computer Engineering            Delhi College of Engineering, New Delhi            Tel: 9835646475</p>		

<p align="center">Pavan Verma          34 Dayal Bagh, Agra, Uttar Pradesh          pverma@gmail.com</p>				
Academic qualifications:				
Degree/certificate	Institute	Board/university	Year	Percentage/GPA
B Tech in Computer Science	Dev Institute of Information Technology, Noida	UP Technological University, Lucknow	2016	75%
12th	St Patrick's Junior College, Agra	CBSE	2012	84.4%
10 <sup>th</sup>	St Marks High School, Agra	CBSE	2010	89.3%
Training/projects undertaken:				
Name of the institute/organisation	Project details	Duration		
Jaya Institute of Technology, Chennai	<p><b>Database Management System</b>            The project involved designing a Database Management System for the billing and inventory management of a garage. The aim was to make inventory, payment, account and workforce management a simple task.</p>	2 months		
KITS, Chittoor	<p><b>Data Structures</b>            The project involved a study of various kinds of data structures, involving different kinds of file types and their implementation in a particular domain, viz. a shopping mall.</p>	1 month		
Computer proficiency:				
<ul style="list-style-type: none"> <li>C, C++, PL/SQL, HTML</li> <li>Turbo C, Oracle 8i, Adobe Image Ready, Adobe Photoshop, Adobe Illustrator, Flash</li> <li>UNIX, LINUX, Windows XP/Vista/10, DOS</li> </ul>				
Achievements:				
<ul style="list-style-type: none"> <li>Meritorious position in the Mathematics Olympiad in Class 10</li> <li>Certificate of Credit in Mathematics, in the International Competition for Schools organised by the CBSE</li> <li>Participated in and organised cultural events in the college fest</li> </ul>				
Personal details:				
Date of birth	: 27 December 1995			
Gender	: Male			
Languages known	: English, Punjabi, Hindi			



Thank you