

# Government Polytechnic, Nashik

## PRACTICAL No. 1

- Aim :- Entrepreneurship Awareness - who Am I ? / EOI / Microlab Exercise

A)

i) Procedure :-

- ① Pay attention to mom instruction, analyze it & according to that plan further things
- ② Firstly, we see some sample template for Resume & application letter
- ③ Then with reference of those template we design our own resume & application letter
- ④ according to our knowledge, skills & potentials

ii) Observation :-

- ① Everyone try to highlight their skills & technical aspect in their own words but in professional language
- ② we learn how to land ourself for an interview
- ③ Resume help us to observe & analyze our own skillset
- ④ Application letter introduce us how a professional letter is to be return
- ⑤ Increase in vocabulary.



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## • Resume

Vishal Patil

Nashik, Maharashtra, IN

vp0072003@gmail.com

9022517871

**Summary** : Knowledgeable & eagerly learning student with strong hand in technical skill related to computer & information technology. Familiar & experience with variety of programming languages

**Objective** : Objective to serve, implement my technical & coding skills, mastery for proper purpose & learning new skillset from new job roles, live projects

**Academic** : ① Completed primary education with 93.40% average  
② #3 rank in Dr. Homi Bhabha science examination  
③ certificate for more than 6 programming language by google & linkedin  
④ Currently pursuing in Diploma course of Information technology with aggregate of 94.63%

**Skills** : ① Implementation of knowledge, skills  
② Fast learning  
③ Communication



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- ④ wide computer language knowledge
- ⑤ Live project implementation / experience.

Projects : ① During my primary education I work on project call AI chatbot application with the help of raspberry pie

② Currently I am building a e-learning website for coders to learn computer languages.  
(MySQL, PHP, HTML, CSS, JS)

Language : English    ✖ ✖ ✖ ✖

Hindi            ✖ ✖ ✖ ✖

Marathi        ✖ ✖ ✖ ✖ ✖



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## • Application letter

Vishal Patil

123, Paradise road

Nashik, India

vp0072003@Gmail.com

9022517871

To,

Rakesh Patil (HR Manager)

1, Infosys pvt.ltd

Pune, India

tinfosispune@Gmail.com

+0253 444555

Subject : Cover letter for applying post of  
technical assistant

Respected Rakesh Patil,

(Ref : Advertisement TOI)

Myself Vishal Patil. I am confident I'll be an excellent fit as Infosys next technical assistant. As a solution driven & fast grasping mind & effective team player I am excited to offer my analytical, technical & modern problem solving abilities in this new role.

With my strong hand in technical skills & ability to implement those skills with proper utilization



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& also to solve problems in convinient & effcient way using those skills, I'll be perfect fit for technical assistant role.

Currently I have 3 years of industry experience in this field & egar to add some more skills to my skillset. Throughout those 3 years I work on various live project & also sometime in managment field I try my hand.

Thank you for considering my candidacy for this position, & I hope to hear from you soon

Sincerely,  
Vishal Patil



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B) Who am I ?

I am a Product.

• Procedure :-

- ① First we look for different products in market
- ② Out of those product I select one product relevant to me
- ③ Do its study in term of its manefaturer, contain, use, advantages etc
- ④ Do its Market study
- ⑤ From this data I prepare a PPT presentation to sell my product in front of people
- ⑥ I take feedback from customers (student) about my product after presentation

• Observation :-

- ① Market Study
- ② Product Study
- ③ Increase presentation skill
- ④ Introduction about product selling
- ⑤ Introduce to new & amazing product
- ⑥ Different presentation skills of student & their product benefits
- ⑦ Effective product selling techniques
- ⑧



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• Product :-

## Coconut Bowl

• What we Are ?

- We are Indian Based Company Providing a wide Rang of Eco-Friendly, Natural Cutlery & Decoration items.
- We provide various items in form of eco-friendly product range

• Our Aim ?

- ① Plant Based Product :
  - a) Eco-friendly product
  - b) Bio-degradable
  - c) Toxic/chemical free

- ② Plastic free cutlery :
  - a) No To PLASTIC
  - b) Safe to nature
  - c) easily decomposable

③ Reusability

- :
  - a) Use multiple time
  - b) Decrase use of resources
  - c) Customer benefit.

• Manufacturing :-

- ① Raw Product :- Collecting best Raw product from the local area to increase/betterment of financial aspect of that area



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- ② Import : Import those best quality Raw product to our manufacturing facility for further process
- ③ Process : We process that raw product according to industry standard with the help of local craftsmen to increase our productivity, quality & also providing job opportunity to local skillful worker
- ④ Export : Export those product to variety of location with an eco-friendly packing.

## • Our Product :-

- ① Coconut Bowl → Eating food, Drinking Soup  
129 Rs only.
- ② Coconut Cup → Specially for tropical season to enjoy your refreshing drinks  
199 Rs only
- ③ Wooden Spoon → Made from trunk of coconut tree  
49 Rs (pair of 2)
- ④ Coconut Candle → Eco-friendly Decoration item suit for every occasion  
149 Rs only