

Module 2: Campus to Corporate

Task 1: Build your Resume

- Create a professional resume using a clean, structured format that highlights your skills, education, and achievements.
- Include the following sections: Personal Info, Objective, Education, Skills, Experience, Projects, Certifications, and Interests.

[CHETAN SUTHAR]

[A68, chandramoleswer Nagar, gotri, Vadodara]

[Vadodara, Gujrat 390021]

[chetansutha24062002@gmail.com] [9784352866]

Objective

Motivated and detail-oriented professional seeking to leverage my skills and knowledge in a dynamic work environment. Passionate about continuous learning and contributing to organizational success.

Education

[Degree] – [IT (BE)]

[Sigma institute of engineering], [Bakrol road, near Ajawa road, Vadodara]

[pursuing]

Skills

- Technical Skills: [I am pretty good at networking and hardware]
 - Soft Skills: [I am a good learner and decision maker]
-

Experience

[call center]

[Concentrix], [Imperial building, old Chani Road, Vadodara]

[13th feb, 2024] – [29th jan, 2025]

- [Taking chats and providing resolution to customer]
 - [Good listener and provide best resolution]
-

Projects

None

Interests

- Networking and hardware troubleshooting
- Learning new technologies
- Problem-solving and critical thinking
- Volunteering and teamwork

Task 2: LinkedIn Profile

- Create or update your LinkedIn profile to reflect your resume.
- Ensure your profile picture, headline, and summary are professional and complete all sections: Experience, Skills, and Certifications.

1. Profile Picture & Banner

- Upload a professional **headshot** with a neutral background.
- Use a clean, industry-relevant **banner image** (e.g., tech-themed for IT).

2. Headline

- Example: **IT Student | Networking & Hardware Enthusiast | Problem Solver**

3. Summary (About Section)

- Write a short **summary** about your background, skills, and career goals.
- Example:

"I am an IT student passionate about networking and hardware troubleshooting. A quick learner with strong problem-solving skills, I enjoy exploring new technologies and applying my knowledge to real-world challenges. Currently pursuing a Bachelor's in IT at Sigma Institute of Engineering, I am eager to grow my expertise and contribute to the industry."

4. Experience

- Add your **Call Center** role at **Concentrix** with responsibilities.

5. Education

- Add **Sigma Institute of Engineering** and your IT (BE) degree.

6. Skills Section

- **Add skills** such as:
 - Networking & Hardware
 - Troubleshooting
 - Communication & Decision-Making

- Customer Support

7. Certifications (if any)

- Add any relevant **certifications** (e.g., Networking, IT Support, etc.).

8. Projects

- If you work on any projects, update this section later.

9. Interests & Volunteering

- Follow **IT-related influencers, groups, and companies** for networking.

10. Customize Your LinkedIn URL

- Edit your **LinkedIn URL** to be: *linkedin.com/in/chetansuthar*