

Why you should write your own Résumé ?



- Sajjad Ahmed
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Hyderabad, Telangana

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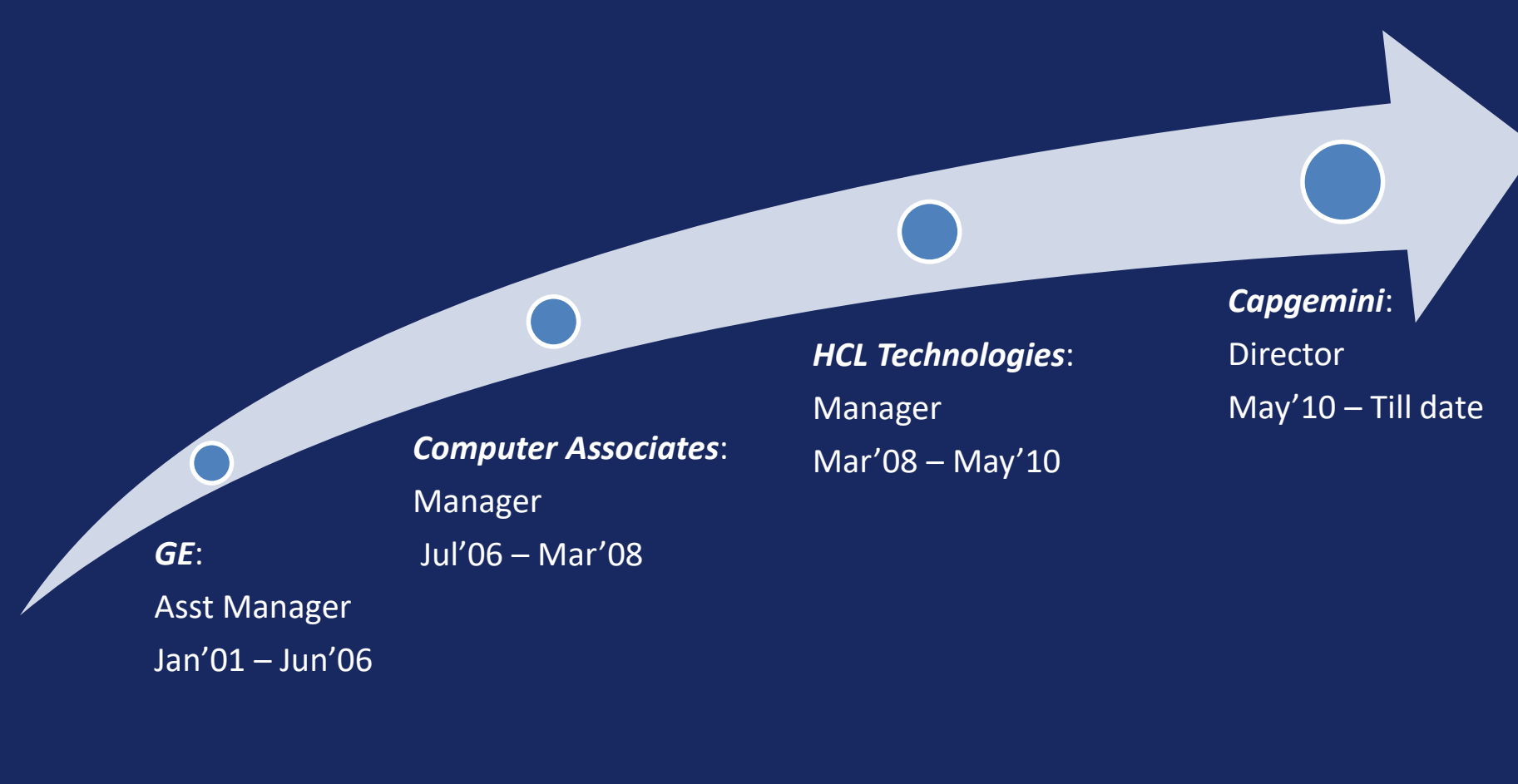
Profile Summary : 19 years of extensive IT/ITeS experience in diverse business environments in India and Europe

Education

Masters in Cognitive Psychology - 2020

Bachelor of Commerce - 2000

Organizations



Core Competencies

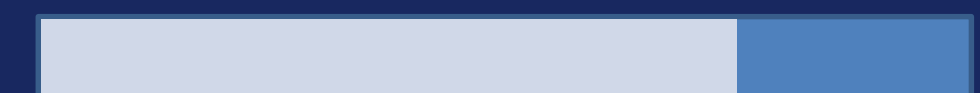
Capability Management



Service Delivery



Project Management



Human Resource Management





Personal Views



Representation

Accents



Résumé

or

Bio Data

or

Curriculum Vitae

(CV)

Flow of the lecture



Basics



Relevant Information

No Exam

Philosophy –

More number of

pages, more

marks



Relevant Information
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Personal Details

- Name as on Certificates
- Contactable Phone number
- Correct Email
- City of Residence



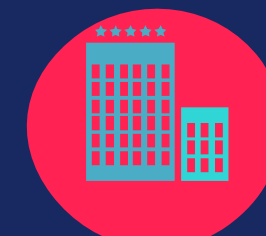
Objective/Synopsis

- Objective for freshers
- Profile summary for experienced



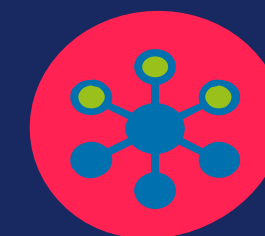
Education

- Name of the College
- City
- Year of Passing
- % of marks or CGPA for Freshers



Organization

- Name of the Organization
- Location
- Start and End date of employment
- Job Title/Designation
- Responsibilities
- Projects
- Achievements



Skills

- Primary Skills
- Secondary Skills
- Core Competencies



Training & Certifications

- Courses
- Certifications

Easy to Read

Have someone
proofread your

Resume



Sajjad Ahmed

Education : Bachelor of Commerce

*Experience : Managed larger teams in
the range of 100-250*

Organizations:

GF – 2001 – 2006

Capgemini – 2010 – Till date

HCL – 2008-2010

CA – 2006-2008



Sajjad Ahmed

Education : Bachelor of Commerce

Experience : Managed larger teams
in the range of 100-250

Organizations :

Capgemini – 2010 – Till date

HCL – 2008 – 2010

CA – 2006 – 2008

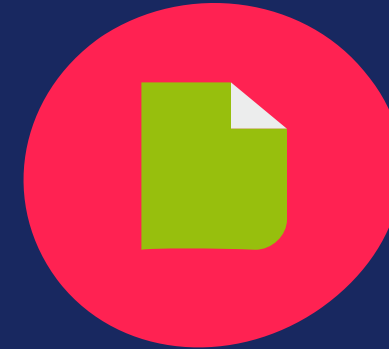
GE – 2001 – 2006

Specific Details

Your resume is a
medium for
advertising
yourself



VS



Contribution

Description

Example : Request from college authorities to change the venue of

College Fest

Candidate - A

Candidate - B

- Took part in the activities to change the venue
- Worked well with all groups involved in the move
- Ensured the move was successful

- Voluntarily led the group of students to execute the change of venue within 24 hours
- Arrived early on campus & worked with logistics and admin
- Initiated contact with Principal and facilities to clean up material from previous venue
- Allocated tasks to fellow students based on their interests
- Supervised the successful move to the new venue

Use Keywords

Content & Format

is
the Key

Application
Tracking
System



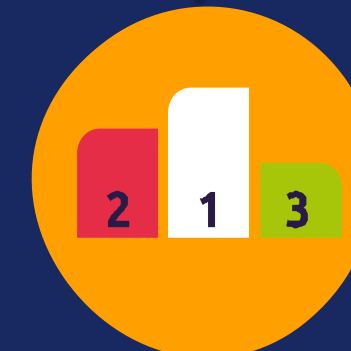
Source: Jobscan



Match Rate



Hit Ratio



Ranking

Example:

MBA or Master of Business Administration(MBA)	How many candidates selected from the College or Organization in the past	Candidates within threshold to be called for interview
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Match the Requirement

Different resumes

for different

positions



Relevant Information

Éasy to Read

Specific Details

Use Keywords

Match the Requirement

É

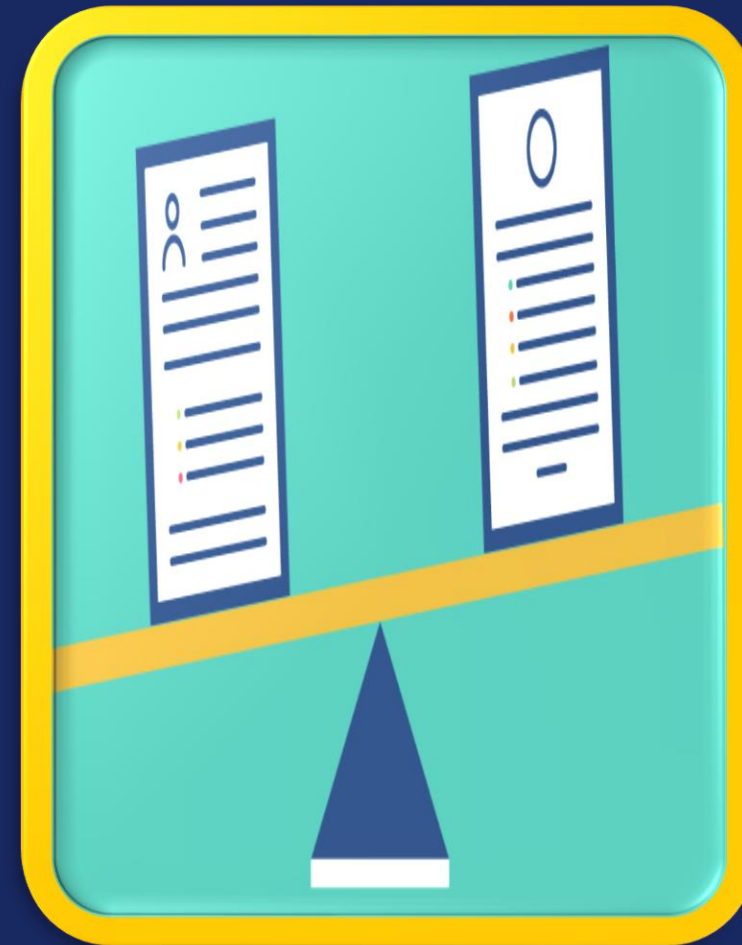
Job
Title



Duties



Results



Education



Skills



Location



Evaluable

Don't have a
cluttered
resume



Relevant Information
Easy to Read
Specific Details
Use Keywords
Match the Requirement
Évaluable



sajahmhr-280520
20final



Sajjad Ahmed -
HR



Nice Story



2011 – Application contest to
prove qualities of Future
Business Leaders



Winning Entry

'Globally minded

Innovative and driven

Tippie can sharpen'



Scholarship



You are NOT your Résumé, You are your WORK

– Seth Godin

Relevant Information

Easy to Read

Specific Details

Use Keywords

Match the Requirement

Évaluable

Q & A

