



MET'S Institute of Pharmacy
Bhujbal Knowledge City
Report On
Alumni Association Activity
Guest lecture (**Resume Writing**)

Resource Person: Ms. Neha Vij

Date: 09/10/2015

Time: 12.30 pm – 1.30 pm

Venue: MET BKC IOP Seminar Hall

Topic: Resume writing

Number of Students present: Final year B. Pharm Students (42)

Introduction of Speaker: Ms. Neha Vij, Research Associate, R & D (ADL), GlaxoSmithkline, Nashik is alumni of B. Pharm batch 2011-12. She has completed her M.Pharm in Quality Assurance Techniques.

Ms. Neha Vij, guided students for resume writing.

She emphasized on following points:

1. Content of resume
2. Tips for representation of resume
3. Skill for resume writing

She also has conducted exercise of resume writing for participant students, suggested modifications and corrected it.

Response of Students:

Students learned and participated in writing their own resume. They asked their queries and solved by taking help of Ms. Neha.

Impact: The lecture was informative and students learned about importance of resume and its presentation. It was also helpful for their future career.

Organized By: Alumni executive Committee of MET BKC IOP



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Staff Coordinator

Principal