



01972-292018, 221493

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# Gautam College of Pharmacy, Hamirpur

(Approved by PCI - New Delhi & Himachal Pradesh Government)

Affiliated to Himachal Pradesh Technical University, Hamirpur  
& Himachal Pradesh Technical Education Board, Dharamshala  
Ward No. 10 Hamirpur (Himachal Pradesh)

## Event Title: - Guest Lecture on "Introduction & Resume Writing"

**Date:** 4<sup>th</sup> April 2024

**Venue:** 4<sup>th</sup> Year Class Room

**Time:** 1:30 pm to 3:00 pm

**Resource Person:** Mrs. Poonam Talwan, Assistant professor, HIPER, Nadaun (H.P.)

**Coordinator:** Mr. Akhil Moudgil

**Participants:** B. Pharmacy 3<sup>rd</sup> & 4<sup>th</sup> year students Gautam College of pharmacy

**Objective:** 1. To understand the importance of introducing yourself in interview.

2. To learn & understand the value of good CV

**Number of Participants:** 125

**About The Program:** Department of Management Studies had organized guest lecture on Introduction & Resume writing for B. Pharmacy 3<sup>rd</sup> & 4<sup>th</sup> year students. The session was conducted by Mrs. Poonam talwan. The session was started with how one should introduce them and with brief view of introduction about self. Further she added to the session that the attributes like postures, gestures and your body language plays a crucial role while introducing. The speaker also highlighted on the aspects of how to get prepared for the interviews. She further spotted the major two components to be taken care while introducing yourself are try concentrating on the strengths and positive attributes which can attract the interviewer. Moreover she flashed the light on the things like start introduction with Name, followed by your current educational qualification then speak about the strengths more and when asked speak about the weaknesses which you're working upon to convert into your strengths. And while closing the introduction you should always say, thank you, that's all about me'. working upon to convert into your strengths. And while closing the introduction you should always say, thank you, that's all about me'. Further she spotlighted on the resume writing and what attributes your resume should contain. Your resume must have the title to it and it should never have I. Me and Myself in it. Resume should always be of one page. Always bold out the important contents of resume. And she concluded that your resume always speaks about you, before actually you get into the trend.

Director cum Principal  
Gautam College of Pharmacy  
Hamirpur (H.P.)



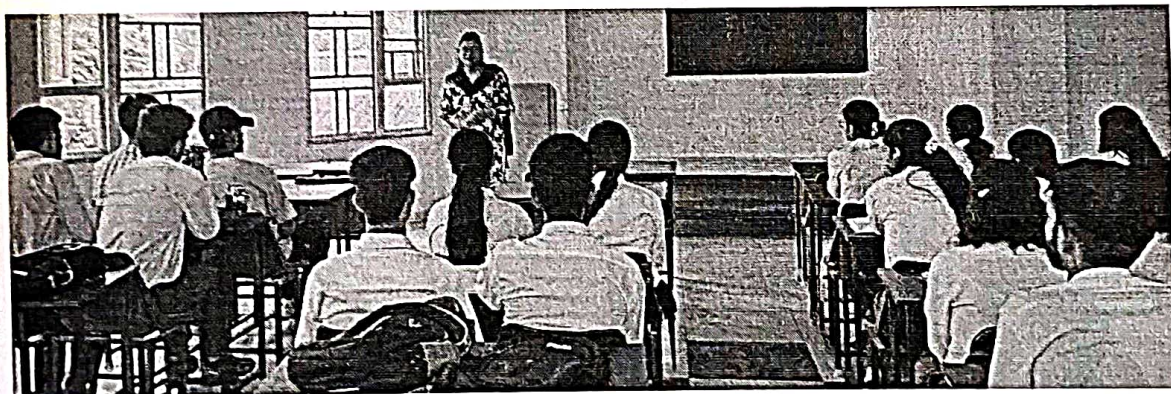
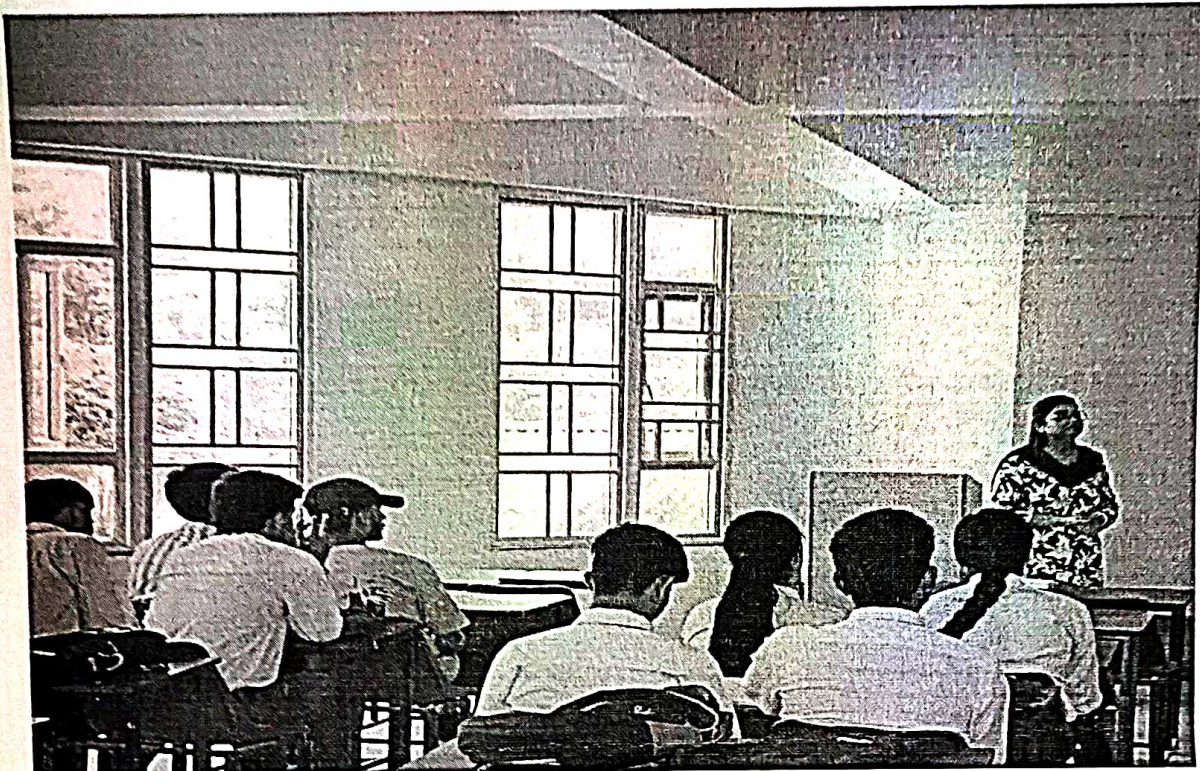
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**Outcome:** 1. Students came to know the common mistakes they make while introducing themselves.

2. Students learnt about writing the professional resumes and they also understood the difference between resume, bio-data and curriculum vitae.

Mr. Akhil Moudgil  
Coordinator

Director cum Headpal  
Gautam College of Pharmacy  
Hamirpur  
Director cum Principal