



R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: www.rjcollege.edu.in Email: rjcollege@rjcollege.edu.in Tel No: +91 22 25151763 Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI || NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

Date: 10/09/2022

Notice

The department of BMS is organizing a session on Resume writing and interviewing skills by Ms. Bhumika Parellkar . The students will learn different interviewing techniques and methods to handle interviewing questions. The session will be held on 9th December 2022 in MPSS Hall at 12.30 pm.

All are cordially invited.

Prof. Kalaiselvi Nadar

BMS Coordinator

Dr. Himanshu Dawda.

Principal

PRINCIPAL

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OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)
Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA



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Photo of the Resume Writing session held on 9th December 2022



Students during the session




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CERTIFICATES




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Opposite Ghatkopar Railway Station, Ghatkopar (W), Mumbai 400 086.

Department of Bachelor of Management Studies

Certificate of Participation

This is to certify that **MEHUL SHAW**
has participated in the workshop/session/event/competition titled **SESSION ON RESUME WRITTING AND INTERVIEWING SKILLS**
held on **12-09-2022**.


Ms. Kalai Selvi Nadar

Head, Department of B.M.S


Dr. Himanshu Dawda

Principal




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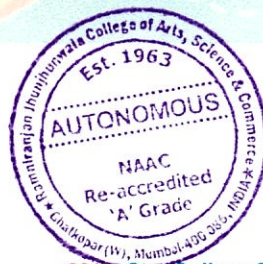
This is to certify that **AMAN YADAV**
has participated in the workshop/session/event/competition titled **SESSION ON RESUME WRITTING AND INTERVIEWING SKILLS**
held on **12-09-2022**.


Ms. Kalai Selvi Nadar

Head, Department of B.M.S


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Report

Title of the Session: Resume Writing and Interviewing Skills

Date: 9th December, 2022

Timing: 12:30 pm onwards

Venue: Room No. MPSS Hall

Resource Person: Ms. Bhumika Parellekar

No. of Students Attended: 55 students

No. of Teachers Present: 01

The main objective of this session was to make students understand about choosing the right format for their resume while applying for an internship or job. The speaker of the session is Ms. Bhumika Parellekar a business communication professor having a number of years of experience in academic as well as industry illustrated with practical examples how to build a good resume and interviewing techniques to the students. The speaker engaged with students one to one and discussed all their queries during the session.

All students actively participated in the session and found strongly satisfied with the session and the output provided by the speaker.




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ACHIEVEMENTS

PROFESSIONAL

Awarded BEST EMPLOYEE and was offered ASSOCIATION SHIP in June 2000.

Accomplished Recruiter Training Program held by Talent Corner Academy, Mumbai

SOCIAL CONTRIBUTION

Conducted special grooming sessions in art for BUD Organization.

Participated in fund raising program for Gujarat Earthquake

CO-CIRRICULAR

Was leading consecutively in III, IV & V Year Degree Program of Interior Designing Maintaining Grade A

PROJECTS

ACADEMIC PROJECTS

- ❖ Accomplished Recruiter Training Program held by Talent Corner Academy
- ❖ Participated in National Management Development Programme on SPSS (Statistical Programme for Social Science) Participated in National Level Round Table/ Panel
- ❖ Discussion on Retail Business, International Business, Pharmaceutical Business and Biotechnology Business
- ❖ Submitted Research Paper on Consumer Buying Behavioral Patterns in the Journal of Dr. D.Y. Patil Institute of Management Studies 2006-07

START UP VENTURES

- ❖ MUDRRAM (Holistic Healing Counseling and Consultation)
- ❖ COGNIZANCE (Academic & Career Counseling & Guidance)

AWARDS

Best Employee Award

- ❖ Awarded BEST EMPLOYEE and was offered ASSOCIATION SHIP in June 2000 (Archi Riki tect & Associates)

INDUSTRY EXPOSURE

Business exposure in the field of Architecture, Construction and Designing

Worked with renowned Architectural Firms in order to explore in the field of Architecture, Construction and Designing

Client Meetings, Manpower Handling, Team Leading, Handling of Client Requirements, BOQs, Site Supervision, Material Selection & Procurement, Designing & Execution.

- ❖ Prakash Mankar Designs Pvt. Ltd.
- ❖ Dipak Kamat & Associates Art
- ❖ Director Nitin C. Desai
- ❖ Archi Riki tect & Associates

REFERENCES

Dr. R. Gopal (since 2008)

Ex-dean, Director of DYPIIMS, Belapur.

Dr. Sudha Vyas (since 2000)

Principal of K.J. Somaiya college Arts & Commerce, Vidyavihar

Dr. Unnati Padalia (since 2000)

HOD of Microbiology Department of K.J. Somaiya college Science & Commerce, Vidyavihar.

Prof. Sevi Nadar (since 2011)

Co-ordinator of BMS department, R. J. College, Ghatkopar

Prof. Viji (since 2011)

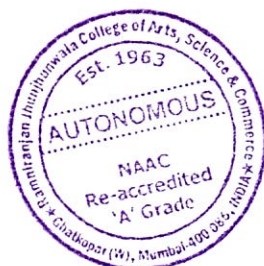
Co-ordinator of BMS department, MCC college, Mulund

Dr. Mrunmavee Thatte (since 2013)

Co-ordinator of Banking and Insurance Department, VPM Joshi Bedekar College, Thane

Prof. Nitin Pagi (since 2013)

Co-ordinator of BMS department, VPM Joshi Bedekar College, Thane



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**Bhumikka
Parellkar**

OBJECTIVES

- ◆ To strive for academic excellence and impart quality education with emphasis on Human Behavior and Values
- ◆ To inculcate habit of executing effective implementation of Human Resources in minds of all concerned which they can apply in professional life in future
- ◆ Seeking an academic position as a researcher and lecturer in the field of Management Teaching.
- ◆ Perform research, including teaching courses and supervising students in their academic assignment and research work.

CONTACT

bparellkar@gmail.com
 MWA.9819556680

Address-
 B/1501 Vithika
 Dosti Vihar,
 Dosti Road,
 Thane west-400606

EDUCATION

Fatima High School, Mumbai (Maharashtra State Board)
 SSC 1995

G.S.I.D., Mumbai (Affiliated to IID, Delhi)
 D.I.D 2000

K. J. Somaiya College of Arts & Commerce, Mumbai
 B.Com 2001

Dr. D.Y. Patil Institute of Management Studies, Navi
 Mumbai (Deemed University)
 MBA-HR 2008

SKILL SETS

SOFT SKILLS

Decision Making
 Time mgmt
 Leadership
 Adaptability
 Teamwork
 Self-motivation
 Conflict resolution

COMPUTER

SKILLS
 MS Word
 MS Powerpoint
 AUTO CAD
 Corel Draw
 3D Max
 Adobe
 Photoshop

HEALING

SKILLS
 Holistic Healer
 (MUDRRAM)

Certified UCLA Academic Counsellor GREEN BELT HOLDER
 November 2021

EMPLOYMENT

Padmashree Dr. D.Y. Patil Institute of Management Studies
 Navi Mumbai
 Teaching Experience (Visiting Lecturer) for Post
 Graduation

Organization Behaviour
 Principles of Management

K.J. Somaiya College of Science and Commerce
 Vidyavihar, Mumbai
 Lecturer in MCOMM Department
 Marketing and Strategic Planning

MCC- Mulund College of Commerce
 Mumbai
 Lecturer in MCOMM and BMS Department

Marketing and Strategic Planning
 Organization Behavior HRM
 Principles of Management
 Business Environment
 Strategic HRM
 Training imparted for GSPS course

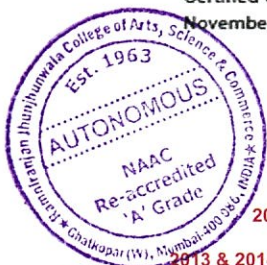
Ramniranjan Jhunjhunwala College-BMS
 Department
 Ghatkopar, Mumbai
 Lecturer (Visiting)

BMS Department
 Foundation of Human Skills
 Business Environment
 Strategic Management
 HRM

VPM Joshi Bedeekar (Thane College)
 Thane
 Lecturer (Visiting)

(till date) MCOMM, BMS, BBI, BFM
 BMS

FC Paper I & paper II
 Business Environment
Environment management
 Business Planning & Entrepreneurship management
 Advertising
 IMCA/IMC
 Consumer Behaviour
 Strategic Management
 Training & Development
 Recruitment & Selection
 Retail Management
 Sales distribution management
 Brand Management
 BBI
 Principles of Mgmt, Organisational
Behaviour 1 & 2, Business
 Communication 1 & 2,
 Entrepreneurship Mgmt
Strategic Mgmt, HRM
 BFM
 Business Communication 1 & 2,
 Business Environment



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Topic: Session on Resume Writing and Interviewing Skills

Date : 9/12/2022

SR NO	NAME	ROLL NO	Class
1.	Mrunali Pawar	2037	TYBMS(F)
2.	Vishakha Thakkar	2032	TYBMS (F)
3.	Aditya Singh	2050	TYBMS (F)
4.	Saurav Gupta	2051	TYBMS (F)
5.	Nadim Sudarshan Raja-Jacobi	2022	TYBMS (F)
6.	Dishant. Dinakara. Poojari	2036	TYBMS (F)
7.	PRIT RATHOR	2002	TYBMS DI
8.	Rohan Dubey	2013	TYBMS DI
9.	Omkar Yadav	2033	TYBMS DI
10.	Aakshay Shaikh.	2035	TYBMS DI (F/A)
11.	Bijay Yadav	2030	TYBMS DI (F/A)
12.	Prateesh More	2031	TYBMS (F)
13.	Dayanand Maurya	2021	TYBMS (F) DI
14.	Adnan Khan	2039	TYBMS (F) DI
15.	Omkar Vast	2053	TYBMS (F) DI
16.	Ankita Yadav	2011	TYBMS DI
17.	Anjali Gupta	2003	TYBMS DI
18.	Sakshi Patil	2015	TYBMS DI
19.	Pratiksha Dalvi	2041	TYBMS DI
20.	Nikita Patil	2004	TYBMS DI
21.	Manasi Pardey	2135	TYBMS D2
22.	Kushi Singh	2101	TYBMS D2
23.	Sasika Sreedhar	2204	TYBMS D2
24.	Sonali Nayak	2219	TYBMS D2
25.	Ravali Laxmi	2217	TYBMS D2
26.	Sahu Shruti	2213	TYBMS D2
27.	Asha Samj	2006	TYBMS DI
28.	Priya Yadav	2044	TYBMS DI
29.	Iqbal Ansari	2009	TYBMS DI
30.	Prem Prajapati	2205	TYBMS D2
31.	BHUSHAN PANWAR	2207	TYBMS D2
32.	Pushkar Patil	2151	TYBMS D2
33.	Anurag Sharma	2208	TYBMS D2
34.	Anuja Wani	2121	TYBMS D2
35.	Prachi Karamkale	2136	TYBMS D2
36.	Krutika Karkade	2142	TYBMS DI
37.	Rupali Dhuriya	2222	TYBMS D2 HR
38.	Haranya. Etla	2214	TYBMS D2 HR
39.	Shrikrishna Gond	2116	TYBMS D2 Mkt
40.	Satyam Singh	2145	TYBMS Mkt.
41.	Anam yadav	2148	TYBMS Mkt
42.	Mehul Shaw	2147	TYBMS Mkt

