

# A. Y. Dadabhai Technical Institute, Kosamba

## Report

ON  
**EXPERT LECTURE  
RESUME BUILDING &  
INTERVIEW  
READINESS**

BY  
Mr. Vinod Ramchandani,  
IELTS, PTE Trainer, AECC  
Study Abroad Consultants,  
Surat

**10<sup>th</sup> March 2025**

Organized by  
**Computer Department**



**A. Y. Dadabhai Technical Institute, Kosamba**  
Mahuvej Road, At & Po. Kosamba (R.S),  
Dist: Surat

## DETAILS OF EXPERT LECTURE ON "RESUME BUILDING & INTERVIEW READINESS"

**Date:** 10th March 2025

**Venue:** A.Y. Dadabhai Technical Institute, Kosamba

**Organized by:** Computer Department, A.Y. Dadabhai Technical Institute

**Speaker:** Mr. Vinod Ramchandani, IELTS, PTE Trainer, AECC Study Abroad Consultants, Surat

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### Introduction

On 10th March 2025, the Computer Department of A.Y. Dadabhai Technical Institute-Kosamba organized an insightful expert lecture for the 6th-semester students on the important topics of "Resume Building & Interview Readiness." The session aimed to equip students with the necessary skills and knowledge for preparing an effective resume and excelling in job interviews.

### Objectives

The primary objective of the session was to help students understand the importance of presenting themselves effectively to potential employers. By the end of the session, students were expected to have a clear understanding of how to craft a strong resume and prepare confidently for interviews.

### Program Overview:

The session was conducted by Mr. Vinod Ramchandani, an experienced IELTS and PTE Trainer, and a renowned consultant at AECC Study Abroad Consultants in Surat. Mr. Ramchandani has extensive experience guiding students through resume building and interview preparation, making him an ideal expert for this session.

The session covered the following key areas:

#### 1. Resume Building:

- **Importance of a well-structured resume:** Mr. Ramchandani emphasized the significance of creating a professional and clear resume. He highlighted essential sections such as contact information, career objective, academic qualifications, skills, and experience.
- **Tailoring the resume:** He stressed the importance of customizing resumes for different job roles to make them stand out.
- **Common mistakes to avoid:** The speaker explained the common pitfalls that students make while creating resumes, such as using irrelevant information, improper formatting, and grammatical errors.

#### 2. Interview Readiness:

- **Types of interviews:** Mr. Ramchandani discussed various types of interviews, such as telephonic, face-to-face, and panel interviews.
- **Preparation tips:** He shared valuable tips for interview preparation, including researching the company, practicing common interview questions, and focusing on body language.
- **How to answer behavioral questions:** The expert provided strategies to tackle behavioral interview questions, such as using the STAR (Situation, Task, Action, Result) technique to structure responses.

#### 3. Mock Interview Session:

- Mr. Ramchandani conducted a short mock interview to demonstrate how students can answer questions with confidence and professionalism.

**DATE: 10/03/2025**

## **EXPERT LECTURE ON “RESUME BUILDING & INTERVIEW READINESS”**

A.Y. Dadabhai Technical Institute, Kosamba aims to cater the society with skilled manpower and Efficient team members. Institute believes in total improvement of each students. Since 2009 Computer Department of A.Y. Dadabhai Technical Institute has served many scholar students to the society. Today’s Era is Computer and Internet Era.

Hence we, at Computer Department planned the Expert Lecture on **Resume Building & Interview Readiness** for 6<sup>th</sup> semester students on 10<sup>th</sup> March 2025. We invited **Mr. Vinod Ramchandani, IELTS, PTE Trainer, AECC Study Abroad Consultants, Surat**. Mr. Ramchandani has years of experience in training students for international exams and career guidance, making him a highly knowledgeable resource in resume building and interview preparedness. His expertise and practical insights into the recruitment process were invaluable to the students.

Mr. Ramchandani emphasized the critical importance of creating a professional and well-structured resume that effectively showcases a candidate’s qualifications and skills. He began by discussing the essential components of a resume, such as contact information, career objectives, educational qualifications, skills, work experience, and references. He stressed the need for clarity and conciseness, ensuring that each section of the resume highlights the candidate’s strengths in a manner that aligns with the job role they are applying for. A major part of the discussion focused on how to tailor a resume to specific job positions, ensuring that the resume matches the keywords and required skills listed in the job description.

He pointed out the common mistakes students make while drafting their resumes, such as including irrelevant personal details, overloading the resume with unnecessary information, and poor formatting. He provided guidance on how to structure resumes to make them visually appealing and easy to read, using proper fonts, bullet points, and clear headings.

He shifted focus to interview readiness. He provided students with valuable insights into how to prepare for various types of interviews, such as telephonic, in-person, and panel interviews. He emphasized the significance of researching the company before attending the interview, as well as understanding the job role in-depth. He also discussed the importance of non-verbal communication, such as maintaining eye contact, good posture, and a confident handshake. One of the key points of the session was how to answer behavioral questions using the STAR method (Situation, Task, Action, Result), a technique designed to help candidates present structured and clear responses.

He also provided tips on how to handle stress and pressure during interviews, recommending that students stay calm and composed, and take a moment to think before responding to challenging questions. To conclude, he conducted a mock interview session, where he demonstrated how to answer some of the most common interview questions with poise and professionalism, allowing the students to see real-time strategies in action.

The session proved to be extremely beneficial for the students. The interactive nature of the lecture ensured that the students not only gained theoretical knowledge but also practical tips they could immediately apply. The students were able to clarify their doubts on creating resumes and preparing for interviews. Feedback collected from the students revealed that they found Mr. Ramchandani's session highly engaging and insightful. Many students expressed that the session boosted their confidence and provided them with a clear roadmap for preparing for interviews.

Overall the expert lecture on "Resume Building & Interview Readiness" was a highly successful event that provided the 6th-semester students of the Computer Department with valuable knowledge and skills. The students are now better equipped to create professional resumes and approach interviews with confidence. The Computer Department of A.Y. Dadabhai Technical Institute-Kosamba sincerely thanks Mr. Vinod Ramchandani for his time and expertise in delivering an outstanding session.

## Glimpse of the Seminar





