



Youth Education & welfare Society's  
National Senior College  
National Campus, Mulana Azad Road, Sarda Circle,  
Nashik-01

## Seminar on

**"How to write effective resume and cover letter"**

Guest Speaker

**Dr. Tushar C. Patil**

MA (English), M.Ed., NET, PhD.

**BBA, BBA(CA) & B.Sc.(CS)**



### SOFT SKILLS PROGRAM DETAILS

**SAT  
DAY**

**DEC  
18**

**11  
AM**



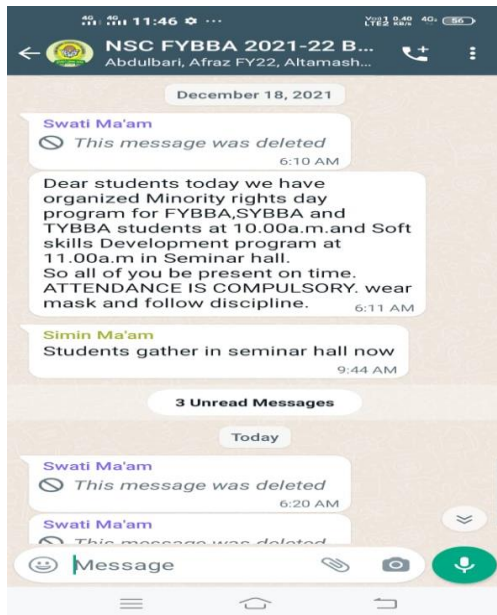
# Youth Education & Welfare Society's

## National Senior College Nashik - 01

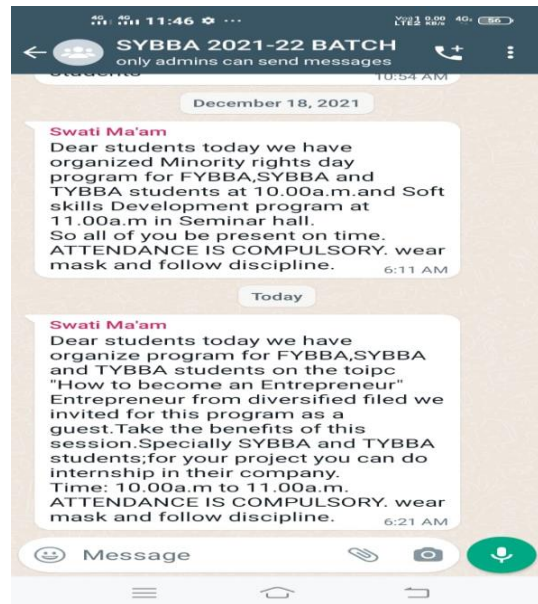


### DEPARTMENT OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND COMPUTER SCIENCE

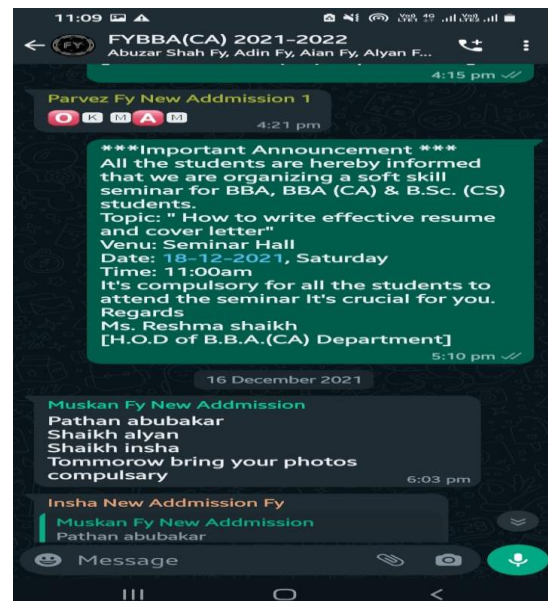
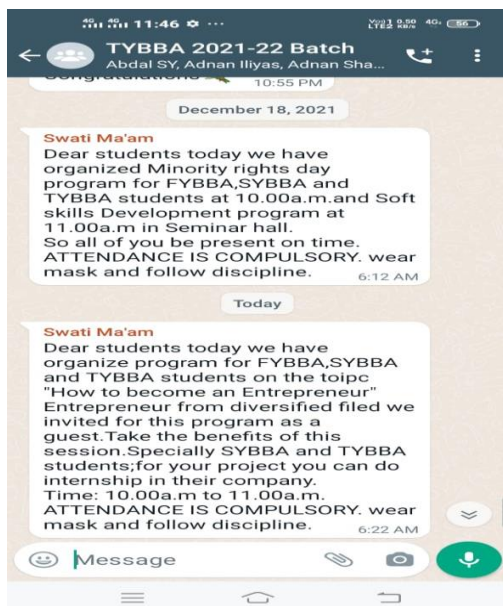
### NOTICE FOR SEMINAR 2021-22



F.Y.B.B.A

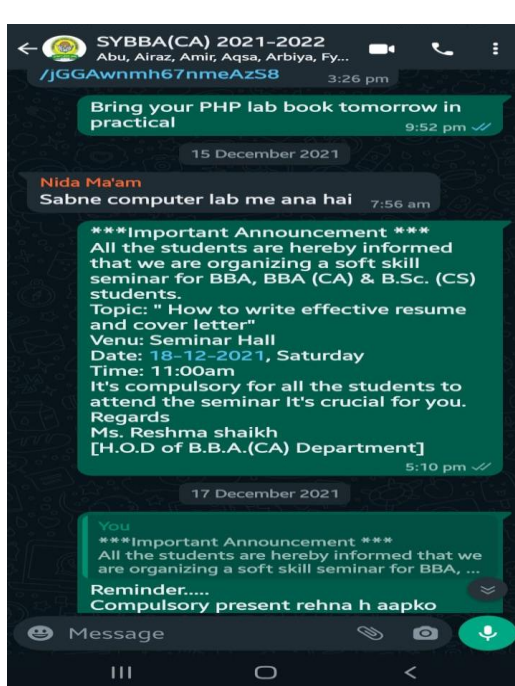


S.Y.B.B.A

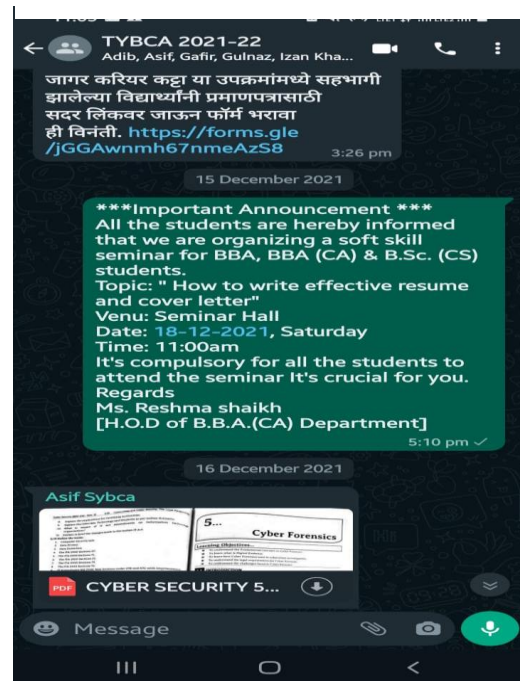




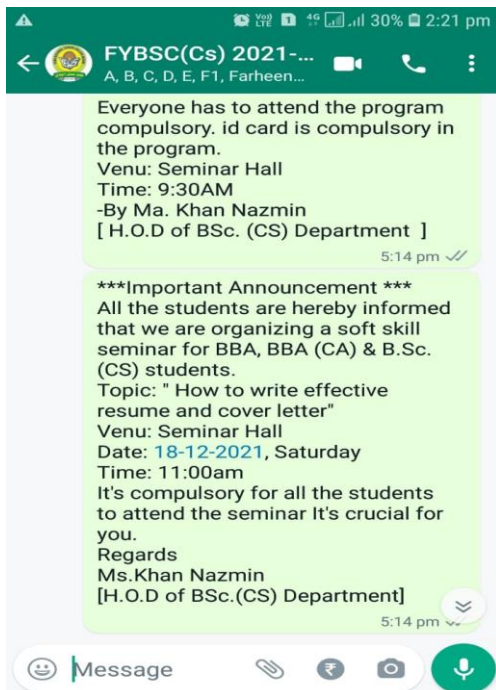
## T.Y.B.B.A



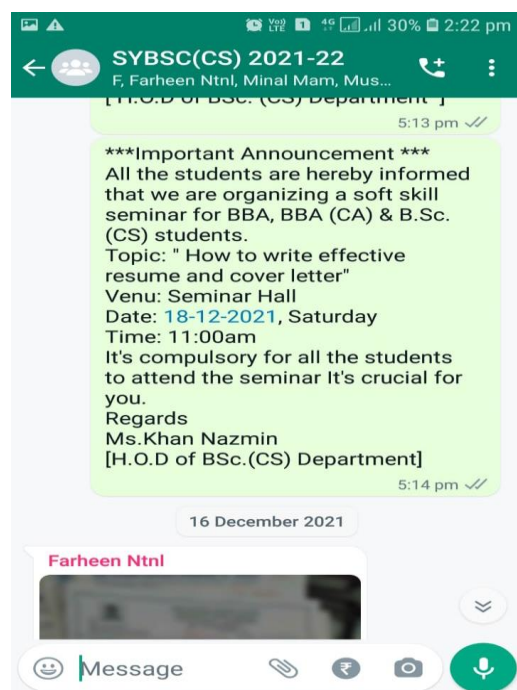
## F.Y.B.B.A. (CA)



## S.Y.B.B.A. (CA)



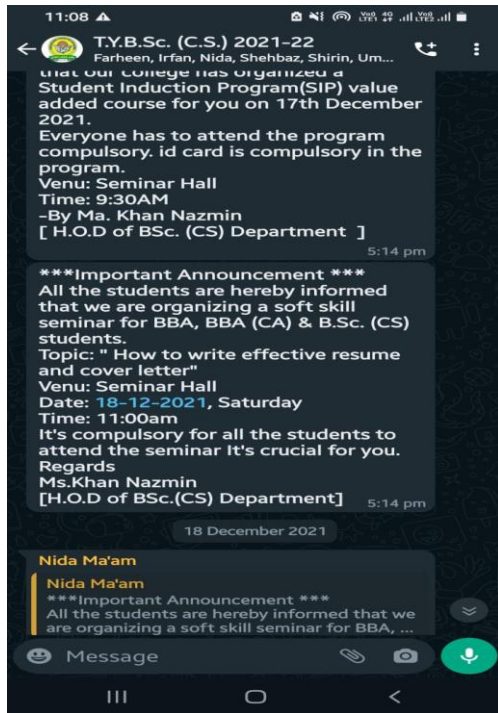
## T.Y.B.B.A. (CA)



## F.Y.B.Sc. (CS)

## S.Y.B.Sc. (CS)





T.Y.B.Sc. (CS)

  
**Ms. Reshma Shaikh**  
**HOD. BBA (CA) Faculty**  
National Senior College  
Nashik-01

  
**Dr.S.B.Nahire**  
**PRINCIPAL**  
National Senior College,  
Nashik

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# Youth Education & Welfare Society's National Senior College Nashik - 01



## DEPARTMENT OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND COMPUTER SCIENCE

Date: 20/12/2021

### Report on "Soft Skill Development – How to write effective resume and cover letter"

Business Administration and Computer Application had jointly organised a seminar on "Soft Skill Development – How to write effective resume and cover letter" on 18.12.2021 from 11 am to 12pm. The guest speaker for this seminar was **Dr. Tushar. C. Patil**, M.A, M.Ed., NET, PhD. He has around 13 years of teaching experience. Around 50 students attend the seminar. Skill development program is a programme for overall development of the students, creating skills necessary for enhancing employability of the students. The guest speaker share their experience and success stories. This motivates students for their overall development.

#### Key Insights for Students:

- Interview skill
- How to write a Cover Letter
- Resume
- Resume writing
- Key Skills
- Experience
- Academic Qualification
- Personal Profile
- References

The seminar was very much informative. The seminar ended with Questionnaire session .Feedback for the seminar was also collected.

  
Ms. Reshma Shaikh  
HOD. BBA (CA) Faculty  
National Senior College  
Nashik-01

  
Dr.S.B.Nahire  
PRINCIPAL  
National Senior College,  
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# Youth Education & Welfare Society's National Senior College Nashik - 01



## DEPARTMENT OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND COMPUTER SCIENCE

### FEEDBACK FORM OF SEMINAR 2021-22



#### Soft Skill Seminar "How to write effective resume and cover letter" Feedback Form

Dear Students, Fill up the following feedback form.

reshma22shaikh@gmail.com [Switch account](#)

\* Required

Email \*

Your email

Name of the student \*

Your answer

Class \*

Choose

Contact No

Have you attend all seminar? \*

Yes

1

2

No

Was lecture is useful? \*

Yes

1

2

No

Quality of speakers? \*

Excellent

1

2

3

4

5

Poor

Rate the content of slides and virtual aids \*

Excellent

1

2

3

4

5

Poor

Give your valuable suggestions

Your answer

Submit

Clear form

Ms. Reshma Shaikh  
HOD. BBA (CA) Faculty  
National Senior College  
Nashik-01

Dr. S.B. Nahire  
PRINCIPAL  
National Senior College,  
Nashik





# Youth Education & Welfare Society's National Senior College Nashik - 01



## DEPARTMENT OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND COMPUTER SCIENCE

### PHOTOS OF THE SEMINAR 2021-22



Ms. Swati Mahajan (H.O.D of B.B.A. dept.) Welcoming All the Guest Speaker Dr. Tushar. C. Patil sir



Felicitation of Guest Dr. Tushar C. Patl by Principal r. Suresh B. Nahire



Principal r. Suresh B. Nahire addressing the students about the importance of seminar



Ms. Reshma Shaikh (H.O.D of B.B.A. (CA) dept.) Introducing the Guest Speaker Dr. Tushar. C. Patil sir







Dr. Tushar. C. Patil Sir Explaining the Concepts

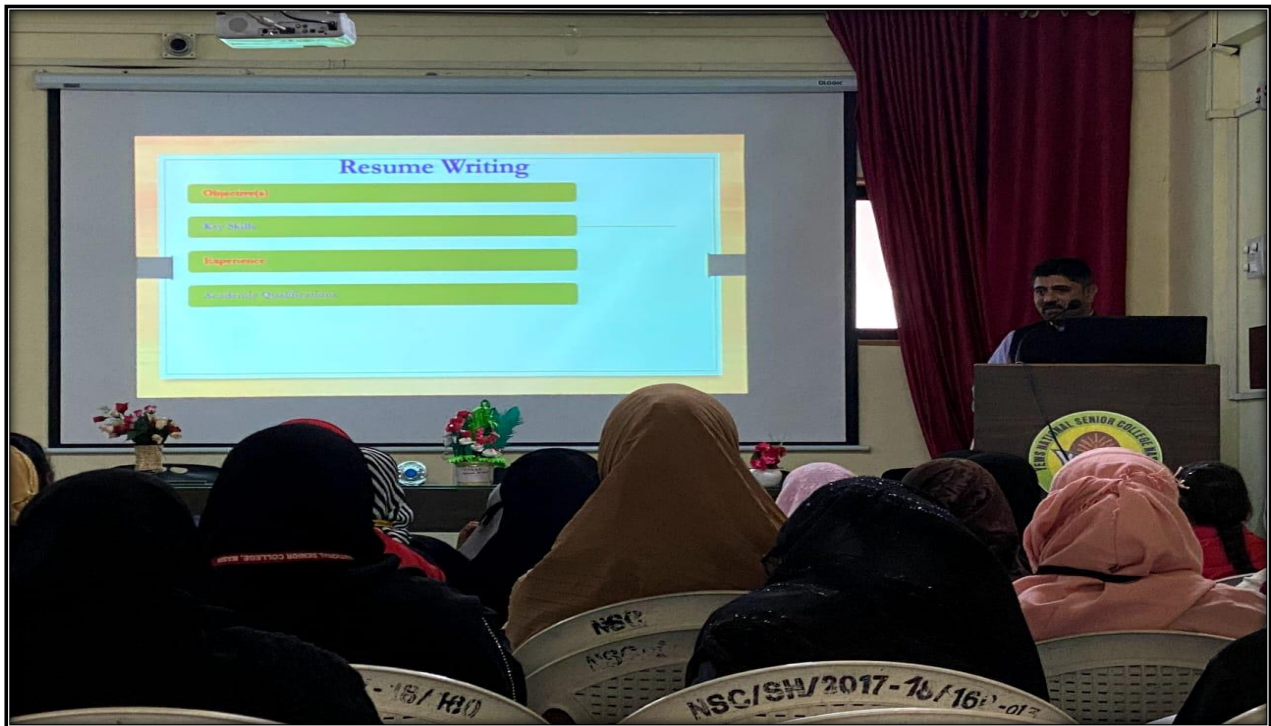


Dr. Tushar. C. Patil Sir Explaining the Concepts





Dr. Tushar. C. Patil Sir Explaining the Concepts



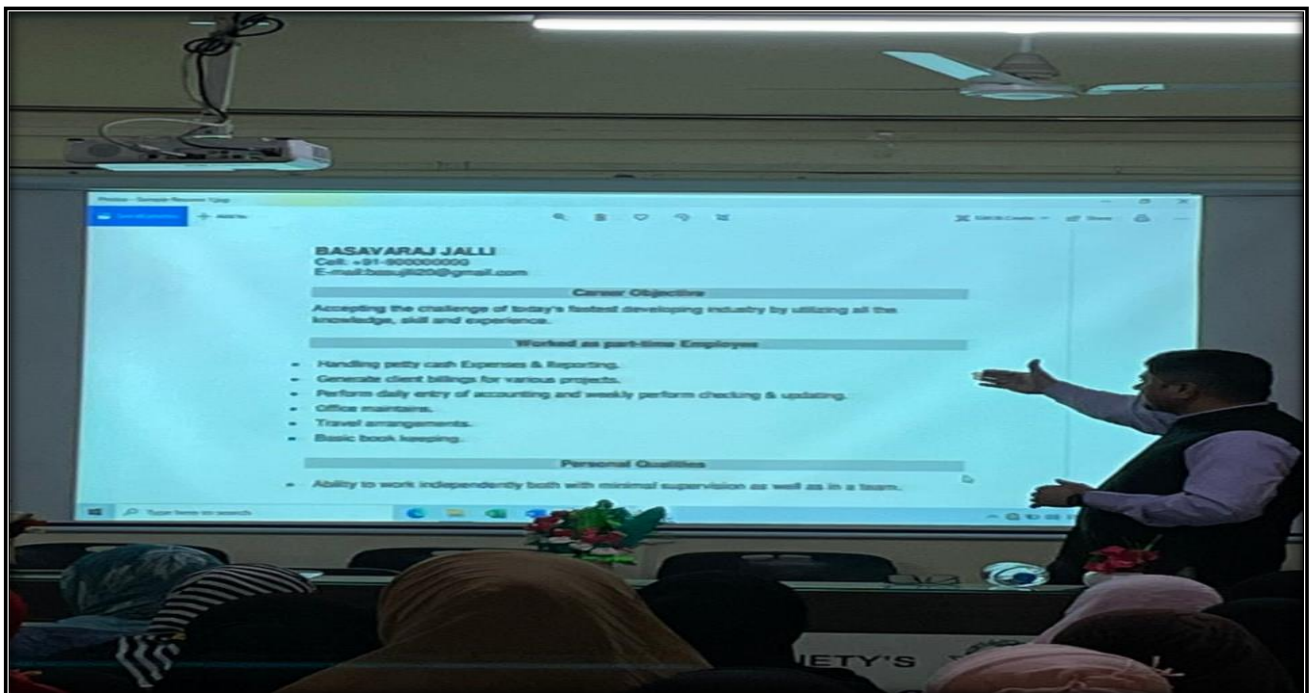
Dr. Tushar. C. Patil Sir Explaining the Concepts







Dr. Tushar. C. Patil Sir Explaining the Concepts



Dr. Tushar. C. Patil Sir Explaining the Concepts with demo example







Principal r. Suresh B. Nahire addressing the students about the importance of seminar



Ms. Reshma Shaikh (Assistant Professor of B.B.A. dept.) Give the vote of thank to the Guest Speaker Dr. Tushar. C. Patil sir

  
**Ms. Reshma Shaikh**  
**HOD. BBA (CA) Faculty**  
National Senior College  
Nashik-01

  
**Dr.S.B.Nahire**  
**PRINCIPAL**  
National Senior College,  
Nashik

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# Youth Education & Welfare Society's National Senior College Nashik - 01



## DEPARTMENT OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND COMPUTER SCIENCE CERTIFICATE OF THE SEMINAR 2021-22

NAAC Accredited  
"B" Grade

YOUTH EDUCATION & WELFARE SOCIETY'S  
**NATIONAL SENIOR COLLEGE**  
"National campus, Maulana Azad Road, Sardar Circle, Nashik-01"  
(Affiliated to Savitribai Phule Pune University, Pune)  
PU/NS/AC/106/2007

### CERTIFICATE

Certificate No. {{certificate id}}

*This is the certificate that Mr./Mrs./Miss {{full name}} from {{other identifier}} actively participated in one day seminar on "Soft skill Development - How to write effective resume & cover letter" organized by Department of B.B.A. & B.B.A. (CA), JEWS National Senior College Nashik on Saturday 18 December 2021.*

Date: 18-12-2021

Ms. Reshma Shaikh  
Convener & H.O.D of BBA(CA) Dept.

Mrs. Swati Mahajan  
H.O. D of BBA Dept.

Dr. Suresh Nahire  
Principal

Ms. Reshma Shaikh  
HOD. BBA (CA) Faculty  
National Senior College  
Nashik-01

Dr.S.B.Nahire  
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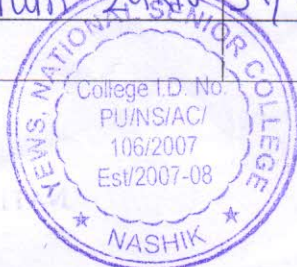
SPPU, NATIONAL SENIOR COLLEGE, S.D.O.  
Academic Year 20\_\_ - 20\_\_  
Student's Undertaking / Event Entry Form



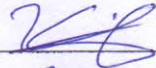


Name of the Event	Venue of Event	Date of Event
How to write effective resume & cover letter [soft skill development]	Seminar Hall	18-12-2021

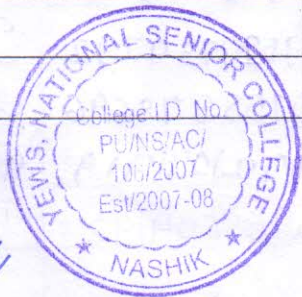
**COLLEGE: Youth Education & Welfare Society's National Senior College,  
Nashik- 422001**

Sr. No.	Name of the Student	Class	Mobile Number	Signature
1	Chaudhory Zoid	FYBCA	8010928044	Zoid
2	Khan Azeem	FYBCA	9075235738	Azeem
3	Shaikh Samir Y.	F.Y.BCA	9662304662	Samir
4	Shaikh Ahmad Raza	P.Y.BCA	8421946725	Ahmad
5	Muqueet Shaheel Tadyi	F.Y.BCA	9673866359	Muqueet
6	Shaikh Saif Siraj	F.Y.BCA	7066718237	Saif
7	Chaudhory Ab. Rafiq	T.Y.BCA	8793660743	Rafiq
8	Tamboli Saad	T.Y.BCA	7711011155	Saad
9	Khan Asif	T.Y.BCA	9579922756	Asif
10	Shaikh Ameer	T.Y.BCA	9607087716	Ameer
11	Sayyed Saalim	TYBCA	880558656	Saayyed
12	Shaikh Alyan Ab. Qadir	F.Y.BCA	8698926561	Alyan
13	Pather Abubakar Mazhar	F.Y.BCA	8669725654	Abubakar
14	Shaikh Anwar Ah Rashid	F.Y.BCA	7028158515	Anwar
15	Shaikh Ab. Basit	F.Y.BCA	9371511710	Basit
16	Shaikh Akca Aziz	S.Y.BCA	9529734792	Akca
17	Shaikh Arbiya Anis	S.Y.BCA	9158978696	Arbiya
18	Sayyed Ramsha Asif	S.Y.BCA	7721071719	Ramsha
19	Shaikh Farnim Zaidi	S.Y.BCA	8956604192	Farnim
20				






Sr. No.	Name of the Student	Class	Mobile Number	Signature
21	shaik Mohd Kaif	SYBCA	902184 <del>97</del> 42	
22	Sayyed Sama kausar zakir Ali	S.Y.BCA	8975369867	
23	Khan Najmussaher MD Ali	S.Y.BCA	7977376354	
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Principal  
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NATIONAL SENIOR COLLEGE,  
Nashik.





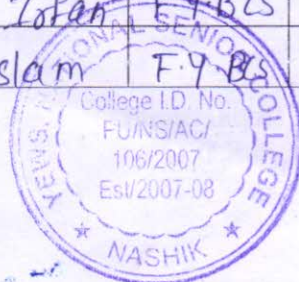
SPPU, NATIONAL SENIOR COLLEGE, S.D.O.  
Academic Year 20 - 20  
Student's Undertaking / Event Entry Form



Name of the Event	Venue of Event	Date of Event
"How write effective resume & cover letter" [skill development]	Seminar Hall	18-12-2021

**COLLEGE: Youth Education & Welfare Society's National Senior College,**  
**Nashik- 422001**

Sr. No.	Name of the Student	Class	Mobile Number	Signature
1	Raza Zafar Shaikh	SYBSC	7499293465	
2	Aawesh Iqbal Shaikh	SYBSC	8080000159	
3	Ubedkhan Altham	SYBSC	9158658654	
4	Qureshi Shoeb	SYBSC	7083005020	
5	Sayyed Kaif	SYBSC	9370878597	
6	Sayyed Affan	SYBSC	7888178610	
7	Shaikh Ashraf	SYBSC	7262867751	
8	Shaikh Ali	SYBSC	8330130066	
9	Nomraan Shaikh	F.Y.BSC	8080912297	
10	Mohammad Danish Shaikh	F.Y.BSC	9226001737	
11	Kaif Zakir Shaikh	F.Y.BSC	8087869229	
12	SAYYED UMAID A.H.	TYBSC	9860326605	Nazimdar
13	SUFYAN TAMBOLI	TYBSC	4329317827	
14	Patel Sadique Iqbal	FYBSC	9637428396	
15	Shaikh Tassim Begum	SY.BSC	7587494879	Tassim
16	Khazi Insa Akshad	SY.BSC	9970499334	
17	Peerzade Taskeen Sadique	SY.BSC	9028531392	Taskeen
18	gnamdar Nuzakat	F.Y.BSC	9527862858	
19	Sayyed Alixa Zofan	F.Y.BSC	8856978616	
20	Khan Saima aslam	F.Y.BSC	8149905916	Saima





Sr. No.	Name of the Student	Class	Mobile Number	Signature
21	Alfiya Javid Khan	FY.bsc	7522963096	
22	Amrin Moir Shah	Ty.bcs	8830857785	
23	Nuzhat Inamdar	Ty.bcs	9528862850	
24	Shaikh Uzair R.	TYBCA	8975619185	
25	Shaikh Umaima	TYBCA	8080117536	
26	Shaikh Awez	TyBCA	9607087716	
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S.D.O.

Signature & Seal,  
Principal  
NATIONAL SENIOR COLLEGE,  
Nashik.



BBA



SPPU, NATIONAL SENIOR COLLEGE, S.D.O.  
Academic Year 20 - 20  
Student's Undertaking / Event Entry Form



Name of the Event	Venue of Event	Date of Event
Soft Skill Development - How to write effective resume & cover letter	Seminar Hall	18-12-2021

**COLLEGE: Youth Education & Welfare Society's National Senior College,  
Nashik- 422001**

Sr. No.	Name of the Student	Class	Mobile Number	Signature
1	Shaikh Arin Mukhtar	TY.BBA	7276214392	
2	Kumaraji Aftab Chand	TY.BBA	9768718898	
3	Shaikh Faiz arif	TY.BBA	7743997166	
4	Shaikh Numan Ahmed	TY.BBA	7774978616	
5	Monis Raza	TY.BBA	9145725318	
6	Shaikh Taufique	F.Y.BBA	88883392	
7	Kazi MD Sameer Jalis	F.Y.BBA	7058631392	
8	Ansari Abdulkarim	TY.B.B.A	9130119986	
9	Jhulbait Merchant	TY.BBA	7558440685	
10	Ansari Saikat Anwar	F.Y.BBA	8975737532	
11	Adnan Pathan	F.Y.BBA	9767722499	
12	Shauque Shaikh	F.Y.BBA	9890176534	
13	FAISAL M. SHAIKH	F.Y.BBA	8669232487	
14	Shaikh Amshiyas	F.Y.BBA	9665323979	
15	Khan Tauqir	F.Y.BBA	9604929073	
16	Shaikh Teher	F.Y.BBA	8600695792	
17	Mr. Kaif. Khan Akiluzama	F.Y.BBA	9763350763	
18	Shaikh Rabat. M	TY.BBA	8625807343	
19	Sayyed Taxannum	F.Y.BBA	7666959446	
20	Sayy Anam	F.Y.BBA	7387341221	





Sr. No.	Name of the Student	Class	Mobile Number	Signature
21	Sayyed Naushih	F.Y.BBA	9822497492	<i>Naushih</i>
22	Sheikh Noor Taiba	F.Y.BBA	9222445174	<i>Noor Taiba</i>
23	Atifa Khan	FY BBA	7387911668	<i>Atifa Khan</i>
24	<del>Ansari Gulnaz</del>	<del>T.Y.BCA</del>	<del>7020418371</del>	<del>Gulnaz</del>
25	<del>Baig Neha</del>	<del>T.Y.BCA</del>	<del>7498160267</del>	<del>Neha</del>
26	<del>Chaudhary Misbah</del>	<del>TYBCA</del>	<del>9834892517</del>	<del>Misbah</del>
27	Chaudhary Misbah	TYBCA	9834892517	<i>Misbah</i>
28	Baig Neha	TYBCA	7498160267	<i>Neha</i>
29	Ansari Gulnaz	TYBCA	7020418371	<i>Gulnaz</i>
30	Sheikh Noor	TYBCA	967087716	<i>Noor</i>
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NATIONAL SENIOR COLLEGE,  
Nashik.