



The Matrix Educational Foundation's

MATRIX SCHOOL OF MANAGEMENT STUDIES

Affiliated to Savitribai Phule Pune University, Approved by AICTE,
Recognized by DTE & Government of Maharashtra, Accredited with Grade "B+" by NAAC
College notified under section 2 (f) & 12 (B) of the UGC Act 1956
Near Westernly Bypass Road, Ambegaon (BK), Pune- 411 041

Title of the Activity:	"Basic Activity and Skill Enhancement Program (BASE)" Topic: Resume Building and Interview Preparation
Day & Date:	10 th September-2024 (Tuesday)
Category of Activity:	Curricular/Co-Curricular/Extra-curricular activity
Organized Under:	IQAC, NDLI, 4 th Dimension Lecture Series
Objectives:	To help students develop strong resume-building and interview skills, enabling them to present their qualifications confidently and effectively to potential employers.
Level:	Institute/City/State/National/International
Name, Organization and Designation of Expert	Asst. Prof. Mrunal M Pandit Matrix School Of Management Studies
Number of students benefitted	04
Summary report:	Today, Ms. Mrunal conducted a session on resume building and interview preparation. She emphasized creating a clear and concise resume tailored to specific job roles, highlighting key sections like Education, Work Experience, Skills, and Achievements. She stressed using action verbs and relevant keywords to pass ATS scans. For interviews, she highlighted the importance of researching the company, preparing answers using the STAR method, and maintaining confident communication and positive body language. She also encouraged practicing through mock interviews and following up with a thank-you email to express appreciation and reinforce interest in the job.
Outcome:	Students understood how to create professional resumes and prepare for interviews, allowing them to showcase their skills and experiences effectively to stand out to potential employers.
Name of Staff coordinators:	Dr. Anand Padle

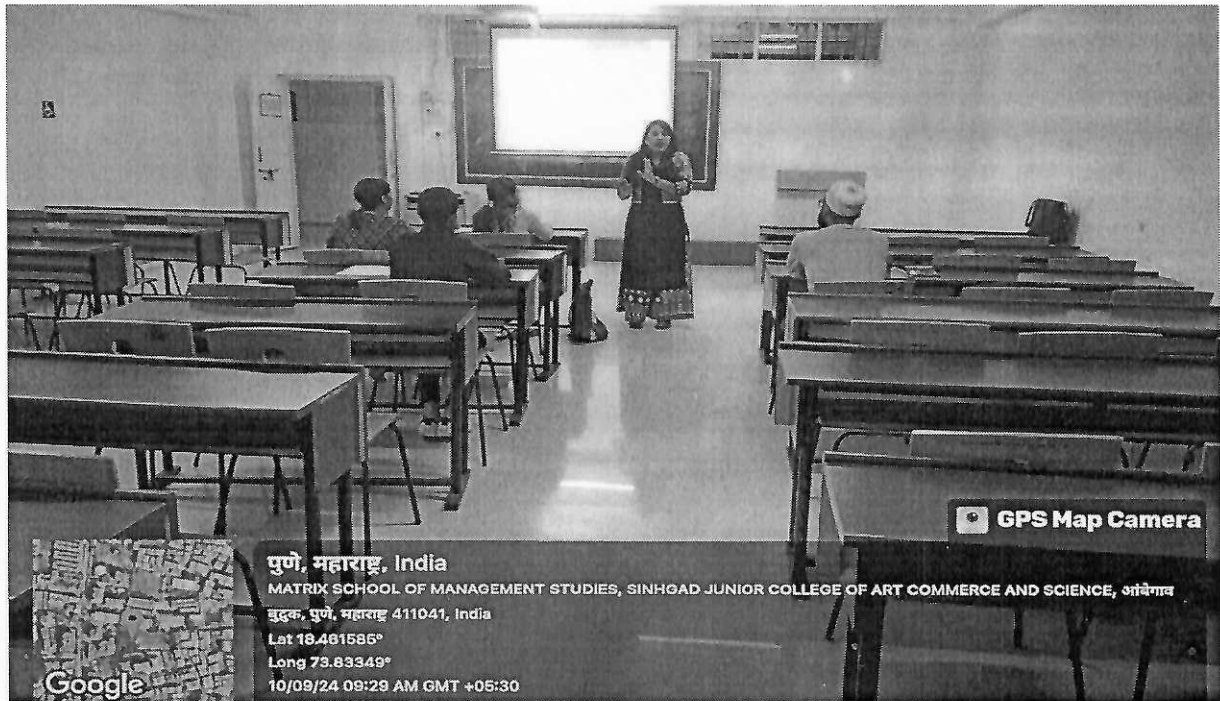
Satish

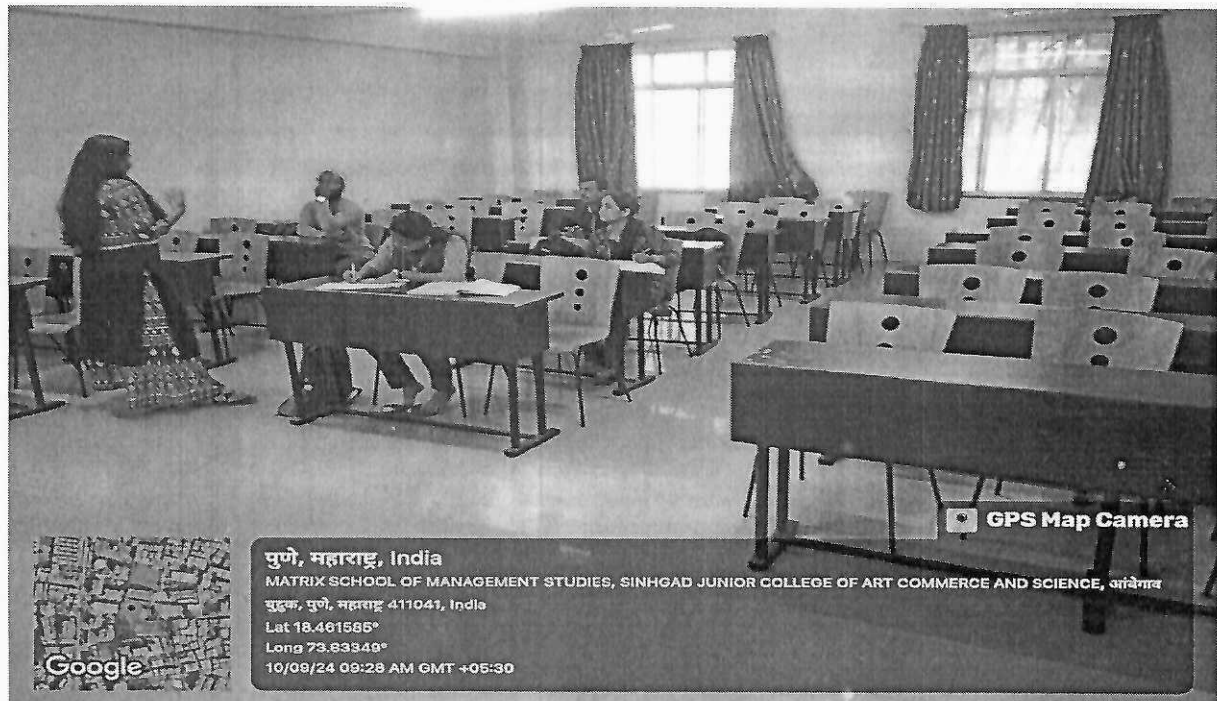
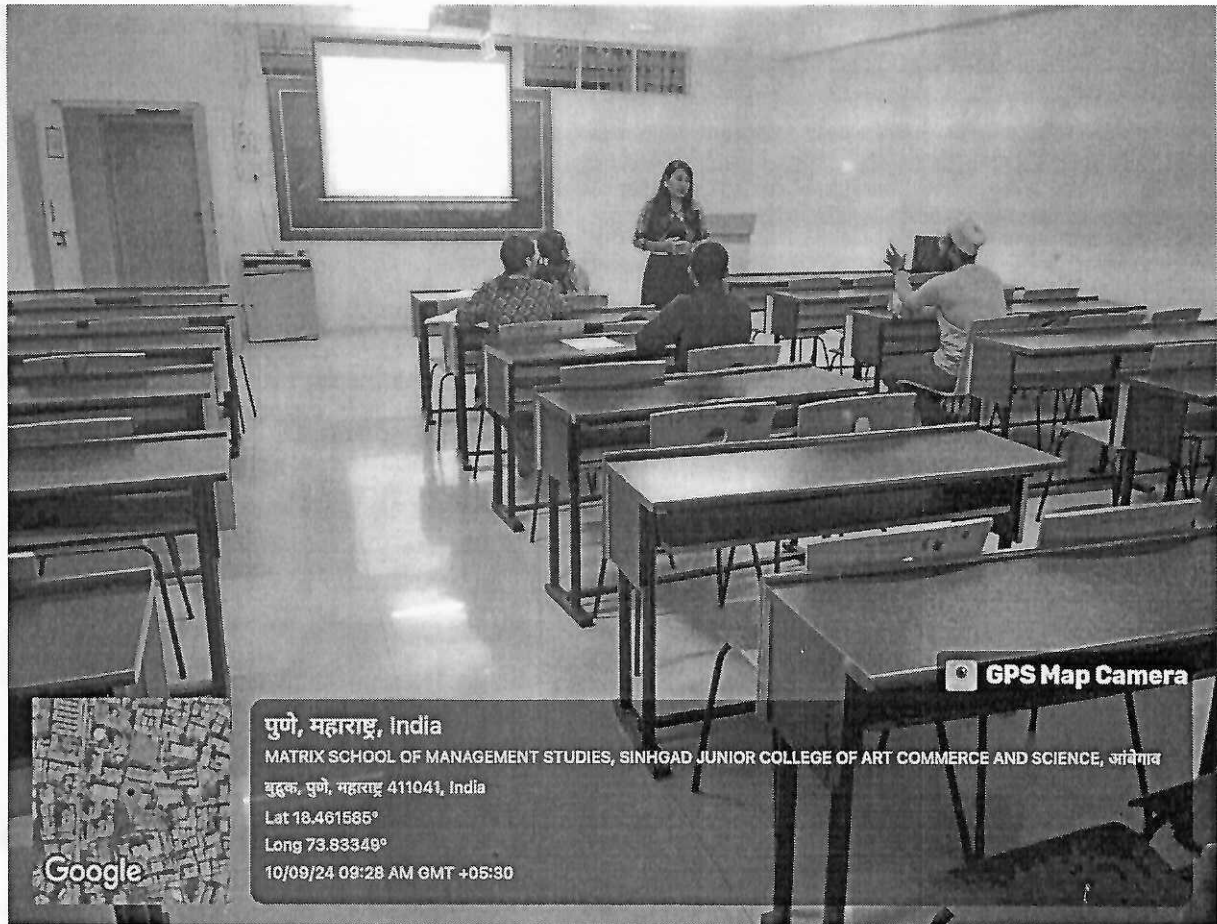
Prof. Dr. Satish Ubale
Director



Anand

Dr. Anand Padle
Coordinator





The Matrix Educational Foundation's		
Matrix School of Management Studies		
MBA II Semester III Division A		
Academic Year 2024-25 Batch 2023-25		
Basic Abilities and Skills Enhancement Program		Topic: <i>Resume Building / Interview Preparation</i>
Attendance Sheet		Date: <i>10/09/2024</i>
Roll No.	Student Name	Sign
2023-25-01	AMBHURE DIPALI BHARAT	
2023-25-02	ANACHE PRITI SANGAPPA	
2023-25-04	BABAR TEJAL VIJAY	
2023-25-05	BAHIRE ANJALI RAOSAHEB	
2023-25-06	BANSOD RUTUJA SOMNATH	
2023-25-07	BANSODE PRAJAKTA SUKHADEV	
2023-25-08	BAWAGE SAURABH SANJAY	
2023-25-09	BELDARE MILIND TANAJI	
2023-25-10	BHAGAT SAKSHI SHEKHAR	
2023-25-11	BHANDARI BHAGYASHRI MALLAPPA	
2023-25-12	BHENWAL PRACHI PRALHAD	
2023-25-13	BHIMPUR HATIM	<i>Hatim</i>
2023-25-14	BHOSALE PRATIK PRASHANT	
2023-25-15	BHOSALE SUSHANT DATTATRAY	
2023-25-16	BIRADAR PAVAN GORAKH	
2023-25-17	BONDE AMOL NAVNATH	
2023-25-18	BUDDE HANUMANT MANOHAR	
2023-25-19	BUIKULE PRATIKSHA MARUTHI	
2023-25-20	DAKHODE ABHINAV SANJAYRAO	
2023-25-21	DEGALE POONAM DHONDIRAM	
2023-25-23	DIVATE ABHISHEK ARJUN	
2023-25-24	DONGARE DIKSHA	
2023-25-25	DUDHAL PRIYA SANDIPAN	
2023-25-26	GAIKWAD SANJANA SHAM	
2023-25-27	GAJRE MAYUR	
2023-25-28	GANVIR NIDHI ASHOK	
2023-25-29	GAWANDE ISHALI SANJAYRAO	
2023-25-30	GHULE SHWETA MANOJ	



Roll No.	Student Name	
2023-25-33	HIVARE GANESH	
2023-25-34	HOLEY CHAITANYA NITINKUMAR	
2023-25-35	HOLKAR SURAJ BHIMRAO	
2023-25-36	JADHAV SARIKA PARSHURAM	
2023-25-37	JADHAV TRUPTI RAGHUNATH	
2023-25-38	JADHAV VIVEK	
2023-25-39	JAGTAP POOJA ABASAHEB	
2023-25-40	JANGLE PRIYANKA NILESH	
2023-25-41	JIDAGE ABHISHEK VISHWANATH	
2023-25-42	JOSHI PRACHI SUNIL	
2023-25-43	KADAM DHANASHREE NITIN	
2023-25-44	KAKADE PRANJAL KASHINATH	
2023-25-45	KALE RANJEET SANJAY	
2023-25-46	KAMBLE DNYANESHWARI DHANANJAY	
2023-25-47	KAMBLE PRIYA DEVAPPA	
2023-25-48	KANGHANTI YASH HANUMANT	
2023-25-49	KARANDE VAISHNAVI VYAS	
2023-25-50	KAREKAR RUTIKA CHANDRAKANT	
2023-25-51	KATKAR SOMESHWAR JAGANNATH	
2023-25-52	KHADE SHUBHANGI SANTOSH	<u>khade</u>
2023-25-53	KHANDERAO PRANITA PRADIP	
2023-25-54	KHARAT ATHARV MAKARAND	
2023-25-55	KHELBUDE SUYASH SANTOSH	
2023-25-56	KHENGARE ABHISHEK BAJRANG	
2023-25-57	KOGDE PRATHMESH ANIL	
2023-25-58	KORADE DNYANESHWAR BIBHISHAN	
2023-25-59	KUMKAR MAYUR VIJAY	
2023-25-60	KUTE SAURABH SAMBHAJI	



The Matrix Educational Foundation's

Matrix School of Management Studies

MBA II Semester III Division B

Academic Year 2024-25 Batch 2023-25

Basic Abilities and Skills Enhancement Program

Topic:

Attendance Sheet

Date:

Roll No.	Student Name	Sign
2023-25-61	LANDAGE SHIVANI SURESH	
2023-25-62	LAWAND RUCHITA YASHWANTRAO	
2023-25-63	LIMBHORE SANJANA SNATOSH	
2023-25-64	LUNIYA TEJAS MAHAVEER	
2023-25-65	MAHINDRAKAR PRAJWAL DIPAK	
2023-25-66	MALI VIKAS SHIVAJI	
2023-25-67	MANE SAURABH SATISH	
2023-25-68	MANKAR ANUJ MANISH	
2023-25-69	MANKAR YASH PRAFULLA	
2023-25-70	MANVAL APURVA ASHOK	<i>Apurva</i>
2023-25-71	MASKAR PRADIP LALASO	
2023-25-72	METKARI KISHOR	
2023-25-73	MHASKE PRANAY KALIAS	
2023-25-74	MISAL GOVIND PARMESHWAR	<i>Govind</i>
2023-25-75	MOHITE VAISHNAVI BALAJI	
2023-25-76	MULANI ARMAN JAKIR	
2023-25-77	MUTHE PRANJAL RAM	
2023-25-79	NALE VAIBHAV SUNIL	
2023-25-80	PANDKAR SANDIP DHANANJAY	
2023-25-82	PAWALE ANKITA ANANTA	
2023-25-84	PAWAR NITIN AJAY	
2023-25-85	PAWAR PRUTHVIRAJ PRAKASH	
2023-25-86	PAYGUDE MEGHA RAMDAS	
2023-25-87	PISAL RUSHIKESH SANDIP	
2023-25-88	PRAJAPATI DEEPAK KUMAR RAMMURTI	
2023-25-89	PUNDAKARE PRASHANT GOVIND	
2023-25-90	RAJPUT VISHNU	

Sign



Roll No.	Student Name	
2023-25-91	RAUT ADARSH LAHU	
2023-25-92	SAKHARE SHRUTIKA SHIVKUMAR	
2023-25-93	SANAS SNEHA KAILAS	
2023-25-94	SANGADE SUYASH DATTU	
2023-25-95	SANGADE TUKARAM VITTHAL	
2023-25-96	SANT NILAMBARI CHANDRASHEKHAR	
2023-25-97	SAPTASAGARE SANJANA SUNIL	
2023-25-98	SARWE ISHA SUKHDEO	
2023-25-100	SAWANT YASH AJAY	
2023-25-101	SHAH SANSKAR MANILAL	
2023-25-102	SHARMA DIVYA MANPATRAO	
2023-25-103	SHARMA GAURAV VIJAY	
2023-25-104	SHELAR NINAD SAMEER	
2023-25-105	SHEWALE AAYUSH GAJANAN	
2023-25-106	SHEWALE RAHUL VIJAY	
2023-25-107	SHIKALGAR ALINA ANWAR	
2023-25-108	SHILIMKAR ANUJ KANTA	
2023-25-109	SHINDE ABHISHEK SUDAM	
2023-25-110	SHINDE ATHARVA SANJAY	
2023-25-111	SHINDE SOMNATH CHANDRAKANT	
2023-25-112	SHINDE UMESHCHANDRA DAULAT	
2023-25-113	SHIRSAT VAIBHAV ANIL	
2023-25-114	SOMWANSHI SHREYA SUNIL	
2023-25-115	SONAL BHARAT NARASAPPA	
2023-25-116	SONTAKKE MONIKA DEVENDRA	
2023-25-117	TAKALE YASH RAJENDRA	
2023-25-118	THAKARE PRATIKSHA GULAB	
2023-25-119	UKARDE AKANKSHA KAILASHRAO	
2023-25-120	WAGH DHANANJAY PRASHANT	
2023-25-121	WAGHMARE SHWETA VIJAY	
2023-25-122	WANKHADE SANDIP LAXMAN	
2023-25-123	ZADBUKE SHATAKSHI SIDDHESHWAR	
2023-25-125	GAIKWAD PANDURANG BHUJANGRAO	



M. M. Pandit