



Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE (AUTONOMOUS)

(Also known as R. J. College of Arts, Science & Commerce as per UGC Notification)

Affiliated to UNIVERSITY OF MUMBAI II Recognized by UGC under 2f & 12B
NAAC Accredited 'A GRADE' with CGPA 3.50

Knowledge is all Ambrosia

CERTIFICATE COURSE IN

Personal
Development
Programme – CV
Writing, Interview
Skills and Group
Discussion



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

CERTIFICATE COURSE IN

Personal Development Programme – CV Writing, Interview Skills and Group Discussion

UNIT 1

Building the Foundation: Preparing for the Corporate – getting to know Industry / job searching tools – different selection procedures.

UNIT 2

Getting Ready: Writing resumes, Group Discussion techniques (as applicable in this digital era)

UNIT 3

Personal Interview – Theory with hands on practice – mock interviews and feedback.

UNIT 4

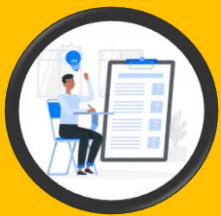
Support skills: Stress management and time management – keys to achievement.

UNIT 5

Building the Foundation: Preparing for the Corporate – getting to know Industry / job searching tools – different selection procedures.

Course Code: **RJBBI3**

Duration: **30** hours



MEDIUM OF INSTRUCTION

English

EVALUATION

Continuous evaluation

100 MARKS



PASSING 40

WHO SHOULD DO IT?

Any student