

## PLACEMENT CELL REPORT

### DEPARTMENT OF DATA SCIENCE AND BUSINESS ANALYTICS SCHOOL OF APPLIED SCIENCES, HSNC UNIVERSITY

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This document presents the official report of the Resume Writing and LinkedIn Optimization Workshop conducted on 4th September, 2025 at HSNC University, Worli Campus, organized by the Placement Cell of the Department of Data Science and Business Analytics, School of Applied Sciences.

SR. NO.	PARTICULARS OF THE EVENT	DATA
1	Name of Event	Profile to Placement: Resume and LinkedIn Tips (Workshop)
2	Date / Day	4 <sup>th</sup> September, 2025 / Thursday
3	Time	11:00 AM – 12:30 PM
4	Venue	Room 603, HSNC University, Worli Campus
5	Platform	Offline

SR. NO.	RECORDS OF THE EVENT	DATA
6	Total number of Participants	90
	<ul style="list-style-type: none"><li>• Male</li><li>• Female</li></ul>	
7	Guest Speaker	Ms. Hitakshi Maniar
8	Academic Head	Ms. Nidhi Singh
9	Faculty Members Present	Ms. Shruti Agrawal, Ms. Anjali Sutar, Ms. Shweta Maitri
10	Photographs	Attached
11	Notice / Flyer of Workshop	Attached
12	Report of Workshop	Attached

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### PHOTOGRAPHS OF THE EVENT



Img-1: Felicitation of Guest Speaker Ms. Hitakshi Maniar with a token of appreciation by Academic Head Ms. Nidhi Singh.



Img-2: Guest Speaker addressing students during the workshop session.



Img-3: Guest Speaker Ms. Hitakshi Maniar with faculty members Ms. Shruti Agrawal, Ms. Anjali Sutar, and Ms. Shweta Maitri.



Img-4: Guest Speaker conducting the Resume and LinkedIn Tips session.



Img-5: Group photo of the guest speaker with students participants and faculty in the workshop.

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**HSNC University, Mumbai**  
(A State Public University)  
**SCHOOL OF APPLIED SCIENCES**



**Department of**  
**DATA SCIENCE & BUSINESS ANALYTICS**

**Organises**

**A Session On**

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**Profile to Placement: Resume and LinkedIn Tips**

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**KEY TAKEAWAYS**

- Structuring resumes for internships and placements.
- Common mistakes to avoid while drafting resume
- Using keywords & formatting to stand out.
- Hands-on LinkedIn profile building.
- Networking etiquette & connection requests.



**NOTE : Participants are encouraged to carry a laptop and notebook for hands-on activities.**

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 **4TH SEPTEMBER, 2025**

 **11:00 AM TO 12:30 PM**

 **Learning Hall 602 & 603, HSNC University, Mumbai**

**Scan the QR Code to  
Register**



## **REPORT DETAILS**

### WORKSHOP DETAILS:

- **Name of Event:** Workshop on “Profile to Placement: Resume and LinkedIn Tips”
- **Date / Day:** 4<sup>th</sup> September, 2025 / Thursday
- **Time:** 11:00 AM – 12:30 PM
- **Venue:** Room 603, HSNC University, Worli Campus
- **Platform:** Offline
- **Guest Speaker:** Ms. Hitakshi Maniar
- **Academic Head:** Ms. Nidhi Singh
- **Faculty Present:** Ms. Shruti Agrawal, Ms. Shweta Maitri, and Ms. Anjali Sutar

### RECORDS OF WORKSHOP:

- **Total Number of Participants:** 90 students
  - **Male:**
  - **Female:**

### ATTACHMENTS:

- Photographs of the Workshop
- Notice / Flyer of Workshop
- Brief report of the Workshop

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## **REPORT OF THE WORKSHOP**

The Department of Data Science and Business Analytics, School of Applied Sciences, HSNC University, under the Placement Cell Committee, organized a workshop titled “Profile to Placement: Resume and LinkedIn Tips” on 4<sup>th</sup> September, 2025.

The session commenced with greetings, followed by the felicitation of our guest speaker Ms. Hitakshi Maniar by the Academic Head Ms. Nidhi Singh, who presented her with a token of appreciation. An introduction of the guest speaker was given, after which Ms. Maniar conducted the session.

The workshop focused on resume building strategies and LinkedIn profile optimization. Students were guided on designing an effective one-page resume using the CAR framework (Challenge – Action – Results), highlighting academic achievements, work experiences, internships, projects (self, group, and university-based), and co-curricular engagements including certifications, awards, responsibilities, and volunteering.

Key resume structuring tips included:

- Placement of company/branch, role title, and time period for clarity.
- Incorporating ATS keywords for higher visibility.
- Organizing curricular and extracurricular activities effectively.
- Showcasing both technical and soft skills with authenticity.

On the LinkedIn front, the session covered:

- Crafting an impactful headline (degree, aspirations, unique strengths, key experience).
- Presenting work experience with detailed roles, achievements, and skills gained.
- Applying the ACR strategy (About – Content – Reach) to build a professional presence.
- Best practices for visibility, networking etiquette, and use of features such as profile highlights and post showcasing.

The session was highly interactive and engaging. Students actively participated and learned practical strategies for enhancing their professional profiles. The workshop ended with a dynamic Q&A session that allowed students to seek personalized advice on resume writing and LinkedIn best practices, adding great value to the overall learning experience.

**Deliverables:** Each participant was instructed to create a LinkedIn post reflecting on their learnings from the workshop.

The session concluded with gratitude expressed towards Ms. Hitakshi Maniar for her valuable insights and to the Placement Cell Committee for organizing this enriching experience.

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## **SUMMARY**

The workshop successfully engaged 90 students and provided them with practical knowledge on structuring impactful one-page resumes, optimizing LinkedIn profiles, and applying strategies to enhance professional visibility. The interactive session, enriched with discussions and a Q&A segment, enabled students to clarify their queries and gain personalized insights.

Overall, the workshop served as a valuable platform for preparing students with industry-relevant skills and strategies, thereby contributing to their professional development and career readiness.