POST GRADUATE DIPLOMA IN MANAGEMENT (2019-21)
MID TERM EXAMINATIONS (TERM -III)

Subject Name **Resume Writing & Art of Converting SIP into PPO**		Time: **01.30 hrs**
Sub. Code **PG23**		Max Marks: **20**

Note:

1. Writing anything except Roll Number on question paper will be deemed as an act of indulging in unfair means and action shall be taken as per rules.

2. All questions are compulsory in Section A, B & C. Section A carries 1 Case Study of 8 marks. Section B carries 3 questions of 2 marks each and Section C carries 2questions of 3 marks each.

SECTION – A

04+04 = 08 Marks

Q. 1: Case Study:

Pushpa is in her early 30s and lives in the United States with her husband. Her husband was planning to move back to India for some family reason and she has to return with him. She has a Master's degree from Harvard and been working in the information technology (IT) industry from the beginning of her career, had good experience in the field and was a very valuable asset for her firm. She had to resign because her company did not have an office in India. Pushpa and her husband return to India and she started looking for a job. She prepared her resume as under and uploaded it on job portals as well as sent it directly to companies' after seeing newspaper advertisements.

Since IT was booming during that time there were number of advertisements about jobs in the sector every week and she used to await these notifications eagerly. She got calls from some companies but rejected jobs either because she was not satisfied with the profile or because she was unhappy with the salary offered. She was concerned that she had not managed to get a suitable job despite her significant experience.

Pushpa Lata
Phone: xxxxxxx
Email: pushpabarbie@yahoo.com
Objective: seeking a challenging job
Education:
M.S. in Computer Science, Jan 2007-December 2008
B Tech in Electronics and Communication Engineering, June 2005
GN University, India
Skills
Languages: C and Java
Web: DOM, PHP, Java Scrit
Databases: Oracle
Operating System: Windows, Linux
Work experience:
Worked in ABC Company, Chicago (November 11 to current) as software engineer
Worked with PQR Investemnts, LA (July 10- June 11) as Senior engineer
Worked with XYZ, Detroit (Jan 10-June 10) – Software Engineer
Worked with LMN, Detroit (May 05- December 09) as Junior Engineer
Other information
Marital Status: Married
Children: Yes
Languages known: English, Hindi, Bengali and Spanish

Q1a) What are the shortcomings in Pushpa's resume

Q1b) As a professional placement consultant, how would you redesign her resume?

SECTION – B

02×03 = 06 Marks

Q. 2: Introduce yourself in ten sentences which is not written in your resume.

Q. 3 "Group discussion is not the right method to choose any candidate for a job profile" Comment on this statement with examples.

Q. 4: Elaborate the advantages of Networking through LinkedIn

SECTION – C

03×02 = 06 Marks

Q.5. You have come across an advertisement in Times Ascent regarding an opening for the post of Assistant Manager in Amazon. Draft a covering letter to be sent for the same.

Q.6 What traits of the candidates are evaluated by the panelists of a group discussion? Elaborate your answer with examples.