

**ANJUMAN ARTS, SCIENCE, COMMERCE COLLEGE AND P G  
CENTRE, BHATKAL**

**INTERVIEW SKILLS WORKSHOP**

**Invitation**



**AHM'S  
ANJUMAN ARTS, SCIENCE, COMMERCE  
COLLEGE & PG CENTRE, BHATKAL**

**PRESENTS  
WORKSHOP ON  
INTERVIEW SKILLS**

## **TOPICS:**

- **WHAT IS AN INTERVIEW**
- **TYPES OF INTERVIEWS**
- **STAGES IN INTERVIEW**
- **EFFECTIVE COMMUNICATION**
- **BODY LANGUAGE**
- **RESUME BUILDING AND MORE**

**RESOURCE PERSON  
PROF. MRS. RITA MARSHAL  
GURUKUL SKILLS HUBLI**

**JOINT INITIATIVE OF  
PRINCIPAL MK SHAIKH**

**&**

**PROFESSOR GANIM MOHTISHAM  
(STUDENT WELFARE OFFICER)**

*Save the Date*

**22/06/2023**

# INTERVIEW SKILLS WORKSHOP - photos






# INTERVIEW SKILLS WORKSHOP

## Participants' List

messages done

22/6/23 Arjuman Bhakkar

 <b>Gurukul Skills</b> Skilling the Generation for Bharat			
SL NO	NAME	CONTACT NO	QUALIFICATION
1.	Venkatesh	9380694137	Graduating in BA
2.	Mohdesham Maviya	9113567449	Graduating in BA
3.	SYED ABDU Mannan	8095653375	" " in B.Sc
4.	Abhishak Mogre	9611771043	" " BA
5.	Vinod Naik	9009772485	" " BA
6.	PRADEEP NAIK	9482978202	" " BA
7.	Nagashaj M. Gond.	7775354482	" " BA
8.	Portge mohammed Nihaal	9350673511	B " " B.com
9.	Naveed Bangali	7349450321	" " B.com
10.	Kanan Buddu	8088909729	B.com
11.	Zayan	7829186911	" " B.com
12.	Abdulrah Jabali	9538673034	" " B.co
13.	Ateeque Sheikh		BA
14.	ABDUL MUQEGI	9483992931	" " BA
15.	RIFAT SAHEB	9380642544	" " BA
16.	MOHAMMED AMEER	8073835374	Graduating in B.
17.	MOHAMMED RIZWAN	8105554894	Graduating in B.S
18.	ABUBAKAR SEDIQUE	8151052795	Graduating in
19.	Naveed Akhler	8867045122	Graduating in
20.	Inziman	9916693432	Graduating in
21.	Mohammed Salyaf	9926092568	Graduating in B.
22.	Gangoli? Mohammed Fawaz	8050684937	Graduating in B.
23.	Ishraq AHMED	6263896639	Graduating in
24.	Mohammed Rizan	8197661715	Graduating in B.
25.	Mohammed Sulaim	784256715	Graduating in B.
26.	Aliji Saq-eeb	9113254180	Graduating in
27.	Mohammed Jawwad, Sakam	8073165150	B.com
28.	RATA Ahmad Raza	7760399237	B.com
29.	Abdul Sami	9916782906	B.com 2nd se
30.	Mohammed Afzar	8867251875	B.com 2nd
31.	Mohammed Atif	7795094047	B.com 2nd s
32.	Aruse Salman	8088627029	B.com 1st
33.	Raiyan Khilawari	8867616815	B.com







# Gurukul Skills

Skilling the Generation for Bharat

NO	NAME	CONTACT NO	QUALIFICATION
02	Sajidabegum. Mahabandari	8090535357 ✓	BA. IV Sem
03	Amiksha Tadiyar	6360059140	BA. IV <sup>th</sup> Sem
03	Amritha. Naik	8618428594	BA. IV Sem
04	Ashlasha. C. H	8098828733	BA IV Sem
05	doya v. naik	7004064188	BA IV sem NOT
06	Umme. Lhhibar	9620933518	BA VI sem
07	Pooja. P. Naik	8088559353	B.A VI sem
08	Vasanti A. Naik	7619492601	BA VII Sem
09	Sumana M. Moger	9972195095	B.A VI sem
10	Yashodha M. Moger	9148312015	B.A VII Sem
11	Megha Nagappa Naik	9353071217	B.A IV Sem
12	Anusha J. Naik	9535907334	B.A VI Sem
13	Vidya V. Naik	9483779060	BA VI sem
14	Megha. M. Naik	9480949895	BA IV SEM.
15	Ashfiya Shaikhi	9900416588	B.A I Sem
16	huda nisha	9901644864	B.A I Sem.
17	Ambika A. Naik	7022920228	BA IV <sup>th</sup> sem
18	Vatsala Gaxu Naik	9480461773	BATV <sup>th</sup> sem
19	Garud. G. Naik	9148397686	BA IV <sup>th</sup> sem
20	Lata Devadiga	7338200392	BA IV sem
21	Bherna Moger	9513476249	BA IV Sem
22	Poornima Naik	9945041642	BA IV Sem
23	Lavanya Naik	9353338902	BA IV Sem.
24	Vinuta Moger	9035459781	BA IV Sem
25	Deeksha Naik	91135740468	BA IV sem
26	Bhagyashree Naik	8660584027	BA IV sem
27	Namrata P. Vishwakarma	9323848820	BSc IV Sem
28	Chitra G. Gord	8618153410	Bsc IV Sem
29	Uda G. Naik	8123278904	B.Sc IV Sem
30	Sushmita M. Naik	7204149558	B.Sc IV Sem
31	Srisha M. Naik	7619662023	B.Sc IV sem
32	Koushalya M. Moger	9481732572	B.Sc IV Sem
33	Madhusri. A. Naik	6363329949	B.Sc IV Sem





# INTERVIEW SKILLS WORKSHOP - Resource Person Bio-Data

## RESUME

Name : Mrs. Rita Marshal                      Mobile. : 9986996175  
e-mail : ritafrancis0188@gmail.com

### **Education Qualification:**

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

INSTITUTE: FATIMA COLLEGE OF BUSINESS ADMINISTRATION, KESHWAPUR. HUBLI

YEAR OF PASSING: JUNE 2010

MARKS SCORED: 65%

SUBJECT OF SPECIALIZATION: FINANCE

MASTER OF BUSINESS ADMINISTRATION (MBA)

INSTITUTE: SIKKIM MANIPAL UNIVERSITY

YEAR OF PASSING: JUNE 2012

MARKS SCORED: 58.86%

SUBJECT OF SPECIALIZATION: HUMAN RESOURCE MANAGEMENT

### **Additional Qualification:**

Computer proficiency: MS office, and browsing Data sourcing, recruiting, training and counseling.

Attended workshop of Association Of Indian Management schools.

Conducted workshops in more than 100+ colleges of karnataka. On personality development, Effective communication, Body language, interview skills.

### **Work Experience:**

- 1 month In-plant training in KIRLOSKAR FERROUS INDUSTRIES LIMITED (KOPPAL DISTRICT) IN 2008-2009
- 1 month In-Plant training in PRAGATI STEEL UDYOG PVT LTD (HOSPET DISTRICT) in 2009-2010
- IMED Pvt Ltd Hubli worked as Training Department head & Personal Secretary of CEO (6 month training)
- NEXTGEN Pvt Ltd Vijaynagar Hubli worked as Training Department head and production administrator.(Work experience 2.4 years)
- Internship in NEXTGEN Pvt Ltd on EMPLOYEE TRAINING AND DEVELOPMENT
- FATIMA DEGREE COLLEGE worked as Lecturer and handled subjects like: Personality Development, Small Business Management, Principles of Management.( 1 semester)
- NLE'S SOCIETY ROTARY COLLEGE OF COMMERCE Akshay Park Hubli worked as Lecturer and handled subjects like: Human Resource Management, Financial services, Indian Financial System, International Business, and Indian Economy. (Work experience 3 years)
- KLE COLLEGE OF COMMERCE worked as lecturer and handled subject :personality development and entrepreneur management ( 1 semester)
- Worked at CIC College of M.COM as HOD of the Department.
- Worked as Assistant HR Manager at BALAJI INSTITUTE OF NEUROSCIENCE and

Research Hubli 1 year.

- Working as a HOD of the Employee Training Department Gurukul Skills Hubli.

## **WORK EXPERIENCE WITH NGOs**

- CARMEL JOTHI SEVA SADHANA IN HUVINAHADAGALI BELLARY
- MOUNT CARMEL NGO HUVINAHADAGALI BELLARY
- LOYOLA SOCIAL CONCERN SOCIETY MUNDGOD, UTTARA KANNADA. Worked as counselor for Student Counseling, suicide counseling, motivation, leadership skills.
- I am also the Resource person for the Indo African Siddi program.

## **PERSONAL INFORMATION**

Name : Rita Francis

Father Name : John Francis

Sex : Female

Date Of Birth : 7th January 1988

Nationality : Indian

Marital Status : Married

Languages Known : English, Hindi, Kannada, Malayalam, Tamil, Telugu.

Contact Number : 9986996175

Address : W/o MARSHAL ANTHONY Kalanavar Oni, Bengeri

Shanti Nagar,Hubli: 580023

DHARWAD DST, KARNATAKA.

## **DECLARATION:**

The above mentioned details are current and true according to my knowledge.

. Mrs. Rita Marshal



## Report on Interview Skills Workshop at Anjuman Degree College

Date: June 22, 2023 - Venue: Anjuman Degree College -Time: 11:30 am - 1:30 pm

Introduction: An Interview Skills Workshop was organized by the Student Welfare Wing at Anjuman Degree College on June 22, 2023. The workshop aimed to equip students with essential skills for successful interviews. Mrs. Rita Marshal from Gurukul Skill Centre Hubli conducted the workshop, which was attended by students, faculty members, and distinguished guests.

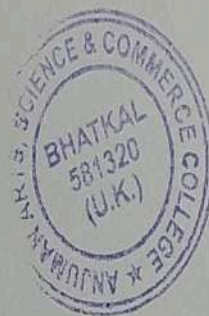
Program Highlights: To commence the workshop on a spiritual note, Mr. Maawiya recited verses from the Holy Quran, Mrs. Amrita Naik delivered a warm welcome speech, setting a positive tone for the event. The workshop began with the Principal of Anjuman Degree College addressing the attendees, emphasizing the importance of interview skills in today's competitive world. He expressed gratitude to Mrs. Rita Marshal for her urge to share her expertise and encouraged the students to make the most of the workshop.

Topics Covered: During the workshop, Mrs. Rita Marshal covered key aspects of interviews, including types, stages, effective communication, body language, and resume building. She emphasized the importance of conveying confidence and authenticity through communication and provided practical tips for crafting compelling resumes. Mock interview sessions allowed participants to apply learned techniques and receive feedback. The workshop concluded with an interactive Q&A session, offering personalized insights and further enhancing attendees' understanding of interview dynamics.

### Conclusion:

The Interview Skills Workshop conducted at Anjuman Degree College proved to be an informative and engaging session for the students. As a token of appreciation the principal presented a memento to the resource person. The participants expressed their gratitude for the opportunity to enhance their interview skills and left the workshop with valuable knowledge to apply in their future endeavors.

Report by-Prof.Mohammed Ganim  
Student Welfare Officer  
(Anjuman Degree College)



A handwritten signature in black ink, appearing to read "T. Shaikh".

Prof. M K Shaikh

(Principal)

PRINCIPAL

Anjuman Arts, Science & Commerce College  
& P.G. Centre

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