



**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**

&

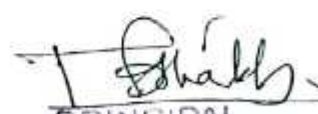
**PROFESSOR GANIM MOHTISHAM
(STUDENT WELFARE OFFICER)**

Save the Date

22/06/2023


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




PRINCIPAL
Anjuman Arts, Science & Commerce College
& P.G. Centre
BHATKAL-581 320

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 SPECIALISATION: FINANCE

MASTER OF BUSINESS ADMINISTRATION (MBA)

INSTITUTE: SIKKIM MANIPAL UNIVERSITY

YEAR OF PASSING: JUNE 2012

MARKS SCORED: 58.86%

SUBJECT OF SPECIALISATION: HUMAN RESOURCE MANAGEMENT

Additional Qualification:

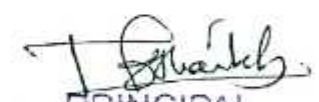
Computer proficiency: MS office, and browsing Data sourcing, recruiting, training and counseling.

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.


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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 (6month 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 NUERO science and Research Hubli 1 year.
- Working a HOD of Employee Training Department Gurukul Skills Hubli.


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WORK EXPERIENCE WITH NGO's

- CARMEL JOTHI SEVA SADHANA IN HUVINAGADAGALI BELLARY
- MOUNT CARMEL NGO HUVINAGADAGALI BELLARY
- LOYOLA SOCIAL CONCERN SOCIETY MUNDGOD, UTTARAKANNADA. Worked as counselor for Student Counseling, suicide counseling, motivation, leadership skills.
- I am also the Resource person for 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
Shantinagar, Hubli: 580023
DHARWAD DST, KARNATAKA.

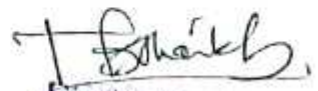
DECLARATION:

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

Mrs. Rita Marshal


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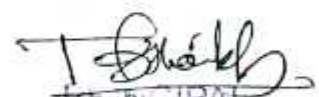



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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

ONE DAY WORKSHOP ON INTERVIEW SKILLS ON 22-06-2023

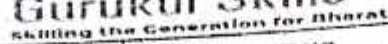
manager done *Anjuman Bhatkal*

 Gurukul Skills Skill the Generation for Bharat			
S.L NO	NAME	CONTACT NO	QUALIFICATION
29	Chandani M. Goud	9800010398	B.Sc. III rd Sem
30	Chitra S. Naik	9800010398	B.Sc. III rd Sem
31	Chitra S. Naik	9800010398	B.Sc. III rd Sem
32	Manisha Nagar	9800010398	B.Sc. III rd Sem
33	Manisha Nagar	9800010398	B.Sc. III rd Sem
34	Manisha Nagar	9800010398	B.Sc. III rd Sem
35	Manisha Nagar	9800010398	B.Sc. III rd Sem
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96	Manisha Nagar	9800010398	B.Sc. III rd Sem
97	Manisha Nagar	9800010398	B.Sc. III rd Sem
98	Manisha Nagar	9800010398	B.Sc. III rd Sem
99	Manisha Nagar	9800010398	B.Sc. III rd Sem
100	Manisha Nagar	9800010398	B.Sc. III rd Sem

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Manager's Office

22/6/23 Bhujman Bhathkal



Gurukul Skills

Skill the Generation for Bharat

SL.NO	NAME	CONTACT NO	QUALIFICATION
1	Sanjib Bish	93825921137	Graduating in B.A.
2	Mohdesham Marviya	9113567499	Graduating in B.A.
3	Shahidul Mannan	8095553325	" " in B.Sc.
4	Abhishek Mogesi	9611771043	" " B.A.
5	Vinod Nair	9409772433	" " B.A.
6	PRADEEP NAIK	9482778202	" " B.A.
7	Nagendra M. Gond	7775354482	" " B.A.
8	Pooja Mohammed Nihal	8270643511	B.A. " B.Com
9	Naveed Bangali	7349450331	" " B.Com
10	Hassan Gullin	8088949329	B.Com
11	Zayan	7527185911	" " B.Com
12	Abdul Jabbar	9538673034	" " B.Com
13	Ahmed Sheikh		B.A.
14	ABDUL MUQEET	9483992931	" " B.A.
15	RIFAT SAHEB	9380642544	" " B.A.
16	MOHAMMED AMER	8073835374	Graduating in B.A.
17	MOHAMMED RIZWAN	8105554894	Graduating in B.A.
18	ABUBAKAR SIDDIQUE	8151052795	Graduating in B.A.
19	Naveed Akhla	8867045122	Graduating in B.A.
20	Inziman	9916673432	Graduating in B.A.
21	Mohammed Salyat	9926095558	Graduating in B.A.
22	Gangoli Mohammed Fawaz	8050684937	Graduating in B.A.
23	Tehar AHMED	6263896639	Graduating in B.A.
24	Mohammed Eison	8197661715	Graduating in B.A.
25	Mohammed Salim	7842156715	Graduating in B.A.
26	Ali Jabeel	9113254180	Graduating in B.A.
27	Mohammed Jawad Salim	8073115150	B.A. Com.
28	RITA Ahmad Raza	7760399237	B.A. Com.
29	Abdul Sami	9916782906	B.Com 2nd se
30	Mohammed Afza	8564251375	B.Com 3rd
31	Mohammed Atif	7795094047	B.Com 3rd
32	Ahmed Salim	8088627049	B.Com 3rd
23	Rahman Khilawari	8467616815	B.Com

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Bhathkal



Principal
Anjuman Arts, Science & Commerce College
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Gurukul Skills

Shilling the Generation for Skilled

NO	NAME	CONTACT NO	QUALIFICATION
1	Solidabegum, Mahaband	8050535151 ✓	BA IV Sem
2	Shankari, Tadhira	6360057110	BA IV Sem
3	Pimrita, Naik	86184128594	BA IV Sem
4	Radhika S. H	9055825133	BA IV Sem
5	don e mal	774741133	BA IV Sem (JOL)
6	Ummi, Kulkarni	9122133512	BA IV Sem
7	Pooja P. Naik	8084559351	BA IV Sem
8	Vinodhi A. Naik	7619432601	BA IV Sem
9	Sumera M. Mager	7772195035	BA IV Sem
10	Nashodha M. Mager	9148414015	BA IV Sem
11	Megha Nagappa Naik	9353071817	BA IV Sem
12	Anusha T. Naik	9585907334	BA IV Sem
13	Vidya V. Naik	9483779060	BA IV Sem
14	Megha M. Naik	9480949895	BA IV SEM
15	Atiya Shaikh	9910416588	BAT Sem
16	Indu Nisga	9901644964	BAT Sem
17	Anshika A. Naik	7022720227	BA IV Sem
18	Varsha Gauri Naik	9480461773	BAT Sem
19	Gohad S. Naik	918297686	BAT Sem
20	Lata Desai	7358200292	BA IV Sem
21	Purni Mager	9512476240	BA IV Sem
22	Pooja Mager	9945041642	BA IV Sem
23	Lavanya Naik	9353338902	BA IV Sem
24	Vinuta Mager	9035459781	BA IV Sem
25	Deeksha Naik	91135748468	BA IV Sem
26	Bhagyashree Naik	8660584027	BA IV Sem
27	Namrata Vishwakarma	9323848820	BSc IV Sem
28	Chitra G. Gore	8618153410	BSc IV Sem
29	Usha G. Naik	9123278404	BSc IV Sem
30	Rushmita M. Naik	7201149558	BSc IV Sem
31	Smita M. Naik	7619662003	BSc IV Sem
32	Koushalya M. Mager	9481732572	BSc IV Sem
33	Madhura A. Naik	8762329949	BSc IV Sem

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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)

Prof. MK Shaikh
PRINCIPAL
(Principal)
Anjuman Arts, Science & Commerce College
& P.G. Centre
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