

## **AIMAN COLLEGE OF ARTS & SCIENCE FOR WOMEN**

### **“CAMPUS TO CORPORATE”**

In order to upgrade our final year students we organized a program from e Nova Software and hardware Technologies, Coimbatore. The program was conducted in a befitting manner in the Seminar Hall on 10<sup>th</sup> of February 2020.

The speakers of the day where are as follows:

**Name : Mrs. M.Vidhya**

**Qualification : MBA., M Com., PMP., PGDPM**

**Designation: Project Manager @ eNova Hardware and Software Technologies &**

**Name : Mrs. S. Shiny**

**Qualification : MBA(Systems),MBA(HR),CEA., PGDET**

**Designation: HR @ eNova Hardware and Software Technologies**

#### **Personal Grooming & Etiquette**

- **Social Graces, Etiquette and Body language**
- **Making a Great First Impression:**
- **How to present yourself to people**
- **Greetings, Introductions**
- **Developing Your Professional and Personal Image**
- **Personal Hygiene**
- **Polish interpersonal skills**

#### **Interpersonal Skills**

- **The Basics of Interpersonal Communication**
- **Starting and sustaining conversations that are engaging**
- **Handling conversations with the opposite sex**
- **Acknowledging differences**
- **Giving and receiving compliments**
- **Coming across as a positive person**
- **Avoiding bad conversational habits**
- **Displaying Courteousness and Thoughtfulness at the Workplace**
- **Being thoughtful to colleagues regardless of position**
- **Sticking to convictions as diplomatically as possible**
- **Apologizing**
- **Showing appreciation**
- **Extending courtesy to guests, consultants, and new employees**

# Heads - Resume

## Resume



### Details that should be added

Name  
Address  
E-mail id  
Phone number  
Photo  
Career objective  
Educational qualification

Technical skills  
Projects  
Achievements  
Co-curricular activities  
Extra curricular activities  
Hobbies  
Personal Details



