

Seminar on CV writing & Facing Interview at DBA

The Business Administration Communication Club (BACC) of the Department of Business Administration organized a seminar on “**CV writing & Facing Interview**” on 8th March, 2014. The Chair of the Program was **Shahriyar Anam, Professor** and Head of DBA, UAP. The special guest of honor and keynote speaker for the program was **Sultan Mahmud Ripon**, Assistant Vice President & Senior Manager, HRM, The City Bank Ltd. The seminar was a joint initiative by **Ms. Sadia Tangem**, Lecturer, DBA, UAP and the Convener of BACC and **Ishtiaq Uddin**, Lecturer, DBA, UAP.

CV is the first step in getting a face to face interview with a potential employer. A well written CV will make a difference and leave an impression on the employer. An Interview is considered as an important element in the job search process. Students mostly commit some common mistakes while writing a CV and when facing Interview. To make the students aware of the mistakes Sultan Mahmud Ripon delivered a splendid speech. He not only pinpointed the basic errors but also gave a detailed explanation of the essentials required in a CV and the etiquettes and techniques required for facing an interview.

Followed by his speech there was Question and Answer Session. Sultan Mahmud Ripon answered each queries and the students were delighted with his answers. The program was concluded with a thanks giving speech by **Shahriyar Anam**.



