



# MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)



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Knowledge Park-II, Greater Noida (U.P.)

20th May, 2024

### NOTICE

Mangalmay Institute of Management & Technology is going to introduce value added course **Crack-ED** from 21<sup>st</sup> May 2024 for MBA 2<sup>nd</sup> year students. This course will aim to equip students with the essential skills and knowledge required to ace job interviews confidently.

**Start Date:** 21<sup>st</sup> May 2024

**Time:** 10:30AM-12:30PM

**Venue:** Seminar hall , Block C

**Beneficiaries:** MBA 2<sup>nd</sup> semester students

**Resource Person:** Ms. Geetanjali Dua, B2B Acquisition head for North region in Crack-ED.

**Faculty Coordinator:** Ms. Divya Singh, Faculty, MIMT

**Dr. Ruchika Gupta**  
Director, MIMT

**CC to:**

IQAC Director  
HOD/Coordinators  
Faculty members  
Notice Board  
Office file



## Syllabus

### Cracking an Interview Training Program

Securing a job interview is just the first step towards a successful career. To excel in interviews, college students need to master various skills beyond just technical knowledge. The **Cracking an Interview** Training Program, offered by Crack-ED, aims to equip students with the essential skills and knowledge required to ace job interviews confidently. Through a comprehensive curriculum covering a wide range of topics, participants will enhance their communication, presentation, and interpersonal skills to stand out in the competitive job market.

#### Program Outline

##### 1. Pre-Assessment by Crack-ED (1 hour)

**Outcome:** Participants will undergo a pre-assessment to identify their strengths and areas for improvement in interview readiness.

##### 2. Resume Writing + Cover Letter (3 hours)

- How To Make The Best Resume?
- Key differences between a Resume and a Curriculum Vitae
- Tips & Tricks to make your resume stand out

**Outcome:** Participants develop essential skills for crafting compelling resumes and cover letters that effectively highlight their professional experience, skills, and accomplishments.

##### 3. Elevator pitch (2 hours)

- Understanding the importance of Elevator Pitches
- Key elements of the perfect elevator pitch
- Effective Delivery

**Outcome:** Participants enhance their ability to succinctly communicate key information about themselves, projects, or ideas in a concise and impactful manner.

##### 4. Communication Skills (3 hours)

- Understanding Communication styles
- Clear and concise communication
- Constructive Feedback
- Team Communication

**Outcome:** Participants gain better interpersonal skills, understanding of effective communication techniques, active listening skills, and adept handling of challenging conversations.

##### 5. Body Language + Tonality (3 hours)

- Appropriate Body Language
- Importance of tonality for managers
- Improving Voice Modulation

**Outcome:** Participants develop a more polished image, convey confidence through non-verbal cues, and effectively convey messages with appropriate emotions and emphasis.

##### 6. LinkedIn Mastery (2 hours)

- Importance of LinkedIn
- Optimizing LinkedIn profile



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- Growing professional network
- Delivering Valuable Content

**Outcome:** Participants acquire comprehensive skills to optimize their professional presence on LinkedIn, enhancing their visibility to potential employers.

## 7. SWOT Analysis (2 hours)

- Understanding SWOT Analysis
- Importance for strategic planning
- How to conduct SWOT Analysis

**Outcome:** Participants learn to leverage SWOT Analysis for informed decision-making, strategic planning, and proactive risk management.

## 8. Email Writing (2 hour)

- Understanding professional email etiquette
- Structuring emails effectively (subject line, greeting, body, closing)
- Importance of clarity and conciseness in email communication

**Outcome:** Participants will learn to compose clear, concise, and professional emails tailored to various contexts, enhancing their communication skills in a professional setting.

## 9. Numerical Ability & Logical Reasoning (2 hours)

- Numerical reasoning: Basic arithmetic, percentages, ratios, and data interpretation
- Logical reasoning: Deductive reasoning, pattern recognition, and logical puzzles
- Practice exercises and problem-solving strategies

**Outcome:** Participants will improve their numerical and logical reasoning skills, enabling them to analyze and solve problems more effectively, a crucial skill for various job roles and industries.

## 10. Personal Branding (2 hours)

- Understanding personal branding and its importance in career development
- Identifying personal strengths, values, and unique selling points
- Crafting a personal brand statement and elevator pitch
- Leveraging social media and online platforms for personal branding

**Outcome:** Participants will develop a strong personal brand that reflects their values, strengths, and professional aspirations, enhancing their visibility to employers and networking opportunities.

## 11. Interview Skills + Group Discussion (3 hours)

- Understanding different types of interviews (behavioral, technical, situational)
- Preparation strategies: Researching the company, practicing common interview questions, and developing STAR (Situation, Task, Action, Result) stories
- Effective communication techniques: Active listening, clarity, and confidence
- Group discussion: Strategies for active participation, respectful disagreement.

**Outcome:** Participants will enhance their interview skills, including preparation, communication, and engagement, as well as develop the ability to contribute effectively in group discussions, improving their overall employability.

## Impact Creation

### 1. Experiential Learning

- The program emphasizes experiential learning through activities.

### 2. Pre & Post Assessment: (Additional 0.5 hour per session)

- Pre & post assessments will be conducted at the beginning and end of each session to gauge



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participant learning.

### 3. Self Learning & Feedback

- Participants will also receive assignments to help them implement the knowledge gained during training, followed by coaching & feedback from Trainers.

### 4. Mock Interview (6 hours)

- Participants undergo simulated interviews, receive feedback, and develop personalized strategies for improvement.

### 5. Certification (2 hours)

- Upon completion of the program, participants will receive a certification recognizing their enhanced interview readiness and employability skills.

## Schedule

S.No	Session	Topics	Mode		Hours	Test
1	Session 1	Orientation and Pre-Assessment by Crack-ED	Offline	21/05/2024 (10:30 AM-12:30PM)	1	1
2	Session 2	Resume Writing powered by Chat GPT	Offline	22/05/2024 (11:30 AM-1:30AM)	2	0.5
3	Session 3	Elevator pitch	Offline	23/05/2024 (11:30 AM-1:30PM)	2	0.5
4	Session 4	Communication Skills	Offline	27/05/2024 (11:30 AM-1:30PM)	2	0.5
5	Session 5	Grooming + Body Language + Tonality	Offline	28/05/2024 (11:30 AM-1:30PM)	2	0.5
6	Session 6	Linkedin Mastery	Online	29/05/2024 (5:00PM-7:00PM)	2	0.5
7	Session 7	SWOT Analysis	Online	30/05/2024 (5:00PM-7:00PM)	2	0.5
8	Session 8	Email Writing	Online	31/05/2024 (5:00PM-7:00PM)	2	0.5
9	Session 9	Numerical ability & Logical reasoning	Online	1/06/2024 (5:00PM-7:00PM)	2	0.5
10	Session 10	Functional Knowledge	Online	3/06/2024 (5:00PM-7:00PM)	2	0.5
11	Session 11	Basics of Excel	Online	4/06/2024 (5:00PM-7:00PM)	2	0.5
12	Session 12	Interview Skills + Group Discussion	Offline	6/06/2024 (11:30 PM-1:30PM)	2	0.5
13	Session 13	Mock Interview ( Virtual )	Online	17/06/2024 (4:00 PM-7:00PM)	3	
14	Session 14	Mock Interview ( Physical)	Offline	18/06/2024 (2:00 PM-5:00PM)	3	
15	Session 15	Certification	Online	20/06/2024 (12:00 PM -1:00PM)	2	
					<b>30</b>	<b>5.5</b>
				Total no. of hours		37.5



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	REPORT
<b>Name of Activity</b>	Crack-ED Certification program
<b>Date</b>	21/05/2024-20/06/2024
<b>Venue</b>	Seminar Hall, Block C, Offline/Online
<b>Organised by</b>	MIMT, Greater Noida
<b>Name of Experts</b>	<b>Ms. Geetanjali Dua</b> B2B Acquisition head for North region in Crack-ED, <b>Ms. Harpreet Kaur</b> 13 yrs. Experience in talent management, <b>Ms. Mridul Soparkar</b> CEO and founder of Fashion couch, <b>Ms. Kirti Singh</b> corporate culture trainer , <b>Ms. Susan coelho antony</b> Trainer of Training & Development
<b>Participated by</b>	65 MBA 1 <sup>st</sup> YEAR Students
<b>Activity Convener</b>	Ms. Divya Singh, Assistant Professor, MIMT
<b>Objective</b>	Securing a job interview is just the first step towards a successful career. To excel in interviews, college students need to master various skills beyond just technical knowledge. The Cracking an Interview Training Program, offered by Crack-ED, aimed to equip students with the essential skills and knowledge required to ace job interviews confidently. Through a comprehensive curriculum covering a wide range of topics, participants enhanced their communication, presentation, and interpersonal skills to stand out in the competitive job market.



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## Content

### **DAY 1 Orientation (2 hours) on 21/05/2024:**

Crack-ED certification program started on 21/05/2024 with the orientation session by Ms. Geetanjali Dua. In the session students were asked to give their introduction and after that she gave the brief about the upcoming sessions and show them how gradually student's personalities will be groomed.

### **DAY 2 Resume Writing (2 hours) on 22/05/2024:**

In this session Ms. Gurpreet delivered an insightful lecture on resume writing skills. We learned how to create a document that effectively communicates our skills, experience, and achievements to an interviewer. The session covered what to include and exclude in a resume, as well as tips on making it stand out. Additionally, we discussed qualities that can differentiate our resumes from others.

### **DAY 3 Elevator Pitch (2 hours) on 23/05/2024:**

"First impression is a lasting impression" truly resonates with the title of next session which focused on the elevator pitch.

Ms. Gurpreet conducted this session, explaining students how to introduce themselves effectively in 30 seconds to 1 minute time frame. She explained what to include in our pitch to leave a strong impression and help them to secure employment opportunities..

### **DAY 4(Communication skills &Tonality (2 hours) on 27/05/2024:**

Communication is the most effective way to express your feelings, thoughts, and emotions to others. It is crucial to improve in this area, especially when students are set to experience corporate life, where communication plays a vital role. How you speak, the tone you use, your mindset, word choice, and the message you convey all matter.

In this session Ms. Gurpreet provided a detailed explanation of how to enhance communication skills. She emphasized the importance of being always ready to present your thoughts politely and carefully, ensuring effective communication.

### **DAY 5: Body Language & Grooming (3 hours) on 28/05/2024**

In this session participants develop a more polished image, convey confidence through non-verbal cues, and effectively convey messages with appropriate emotions and emphasis.

This session covered the importance of personal grooming in making a positive first impression, effective body language to convey confidence and openness, and the role of tonality in ensuring clear and engaging communication. Practical tips and strategies were provided to help participants refine these skills, emphasizing their significance in both personal and professional settings.

### **DAY 6 LinkedIn Mastery (2 hours) on 29/05/2024:**

Since we can't be physically present everywhere to showcase our skills and achievements, social media serves as our proxy. In this lecture of Crack-ED, held on 29/05/2024, Ms. Mridul Soparkar provided detailed insights on mastering LinkedIn. She explained how to present them online effectively and shared strategies to market their personal brand. Participants acquire comprehensive skills to optimize their professional presence on LinkedIn, enhancing their visibility to potential employers.

### **DAY 7: SWOT Analysis (2 hours) on 30/05/2024**



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In this session students learn to leverage SWOT Analysis for informed decision-making, strategic planning, and proactive risk management. Session was taken by Ms. Kirti Singh. The session emphasized the importance of self-assessment in personal and professional development. Practical exercises helped attendees identify their unique strengths and areas for improvement, recognize external opportunities for growth, and understand potential threats.

### **DAY 8 Email Writing (2 hour) on 31/05/2024:**

In this session students learnt to compose clear, concise, and professional emails tailored to various contexts, enhancing their communication skills in a professional setting. Key components of email writing to enhance effective communication were covered.

Students learnt about structuring emails with a clear subject line, a polite greeting, a concise body, and a courteous closing. The use of appropriate tone, grammar, and formatting was highlighted to ensure messages are understood and well-received.

Practical tips were given such as to avoid jargon, using bullet points for clarity, and proofreading before sending. The session also touched on managing email etiquette, such as timely responses and respectful language.

### **DAY9 Numerical Ability & Logical Reasoning(2hours)on 1/06/2024**

In this session Logical reasoning and practical reasoning questions were discussed and practice questions were solved by the students which are a crucial skill for various job roles and industries.

### **DAY 10 Functional knowledge (2 hours) on 3/06/2024**

In this session students learnt how to develop a strong personal brand that reflects their values, strengths, and professional aspirations, enhancing their visibility to employers and networking opportunities. They Understand personal branding and its importance in career development, Identified personal strengths, values, and unique selling points Crafted a personal brand statement and elevator pitch and leveraged social media and online platforms for personal branding.

### **DAY 11 Basics of Excel (2 hours) on 4/06/2024**

In this sessions students were given the basic knowledge of excel which is very important for getting selected in job interview. Students revised their basic excel and learnt applications of AI on Excel.

### **DAY 12 Interview Skills+Group Discussion (3 hours) on 6/06/2024**

Students enhanced their interview skills, including preparation, communication, and engagement, as well as developed the ability to contribute effectively in group discussions, improving their overall employability.

### **DAY 13 Mock interview- Virtual (3 hours) on 17/06/2024**

In this session students were asked to appear for virtual round of interview. Students appeared in group of 3 for the interview. They learnt the basic etiquettes of the virtual interview and also experienced the group interview.

### **DAY 14 Mock interview- Physical (3 hours) on 18/06/2024**

In this session Physical interview was taken by the trainer . Students were asked about their specialisation preferences and interview was taken accordingly. At the end students were given a detailed feedback and give more insight how to present their strength and weaknesses.

### **DAY 15 Assessment (1 hours) on 20/06/2024**

Assessment was taken on 20/06/2024. Mode of assessment was online , a link was shared with the students to give the assessment .

### **Certification Test Basic Guidelines:-**

1)Duration of exam- 60 minutes.



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	<p>2)No negative markings.</p> <p>3)Do not close the Google form tab.( Or else you may face difficulty while submitting the form)</p> <p>4)Link will be active at sharp 12:00 pm and will be closed at sharp 1:00 pm, so make sure you submit it on time.</p> <p><b>Link of the examination</b> <a href="https://forms.gle/WCDsNwe2Pifn143F6">https://forms.gle/WCDsNwe2Pifn143F6</a></p>
<b>Outcome of Activity</b>	<p>Following points explain the outcomes from the workshop:</p> <ul style="list-style-type: none"><li>• After the completion of the certification the main benefit is that the students got the basic knowledge Professional skills.</li><li>• They also understood the use etiquette through different activities during the workshop.</li><li>• The presentation between the workshops helped all of them to improve their communication skills and build up the confidence level.</li><li>• This knowledge was helpful at the time when we were applying for the internship drive.</li></ul> <p>Students can also use this knowledge at the time of interview in any company in future.</p>





## Few Questions of Assessment :

The image displays two side-by-side screenshots of a mobile application interface. The left screenshot shows a question about delivering a complex technical presentation to a non-technical audience. The right screenshot shows two questions: one about crafting a call to action and another about pitching to a potential employer. Both screenshots show the app's navigation bar at the top with social media icons and a home button, and a status bar at the top with the time, signal strength, Wi-Fi, and battery level (58%).

**Left Screenshot (2:24):**

2:24 | Home | docs.google.com/forr | 58% battery

professionals and not for students.

You're tasked with delivering a complex \* technical presentation to a non-technical audience. How do you ensure the content is both informative and engaging without overwhelming them with jargon?

- Skip over the technical aspects and focus on the overall benefits and outcomes of the project.
- Focus on storytelling and real-world applications to make the technical details relatable and engaging.
- Simplify the language and concepts as much as possible, using metaphors and analogies for clarity.
- Present the information as-is, assuming the audience will do their own research to understand the technical details.

During a conflict resolution situation, it \* is MOST important to:

**Right Screenshot (2:23):**

2:23 | Home | 58% battery

When crafting your call to action, what \* should you avoid?

- Making it open-ended with a vague request for help.
- Offering a clear next step, like connecting on LinkedIn.
- Highlighting the benefits for the listener.
- Appearing pushy or demanding.

Imagine you're pitching to a potential \* employer. What should you emphasize MOST?

- Your educational background and academic achievements.
- Your salary expectations and negotiation strategies.
- Your unique skills and how they align with the company's needs.
- Your personal strengths and weaknesses.



2:23



58%

brainstorming and generating ideas for your resume, but:

- You should blindly accept all its suggestions without any editing.
- It's unnecessary to tailor your prompts or provide specific instructions.
- It's essential to fact-check, edit, and proofread the generated text carefully. (Ensure accuracy and professionalism)
- You should rely solely on ChatGPT and avoid crafting any content yourself.

When using ChatGPT for resume writing, it's important to remember: \*

- It is a tool to assist you, not a replacement for your own effort and critical thinking. (Utilize effectively and responsibly)
- There are no ethical considerations involved in using ChatGPT for resume writing.
- It is a magic tool that guarantees successful job applications.
- You can simply upload your existing resume and get a perfect rewrite.

2:22



58%

A mixture of orange juice and water has \* a 40% orange juice concentration. You want a final concentration of 30%. If you start with 2 liters of the mixture, how much water (in liters) do you need to add?

- 0.8
- 1.2
- 1.0
- 1.4

You have a bag containing red, white, \* and blue marbles. There are twice as many red marbles ( $r$ ) as white marbles ( $w$ ), and there are 3 more blue marbles ( $b$ ) than the total number of red and white marbles combined. If you have a total of 45 marbles, how many white marbles are there?

- 7
- 9
- 8



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### LIST OF BENEFICIARIES

S.No.	Roll. No.	Name of Student	S.No.	Roll. No.	Name of Student
1	2301520700006	ABHIJEET JAISWAL	34	2301520700234	PARUL GUPTA
2	2301520700011	ABHISHEK TRIPATHI	35	2301520700236	PAWAN KUMAR
3	2301520700020	AJAY KUMAR PANDEY	36	2301520700238	PAYAL VERMA
4	2301520700033	AMAN KUMAR DHONI	37	2301520700239	PIYUSH RANJAN
5	2301520700036	AMIT KUMAR JHA	38	2301520700242	PRASHANT KUMAR
6	2301520700037	AMIT RAJ	39	2301520700247	PRINCE TOMAR
7	2301520700039	AMRITHA K NAIR	40	2301520700248	PRITIKA KUMARI
8	2301520700049	ANISHA RAJ	41	2301520700252	PRIYA SHISHODIA
9	2301520700056	ANKIT KUMAR	42	2301520700253	PRIYANKA
10	2301520700072	ARCHANA RAJPUT	43	2301520700274	RANJANA KUMARI
11	2301520700073	ARIHANT VIRENDRA JAIN	44	2301520700279	RITESH GUPTA
12	2301520700081	ASHWINI KUMARI	45	2301520700291	SAKSHI R SIRSIKAR
13	2301520700082	AVAKASH KUMAR	46	2301520700292	SANDEEP SHARMA
14	2301520700084	AVANTIKA SRIVASTAVA	47	2301520700293	SANDIP KUMAR SHAH
15	2301520700088	AYUSH DUBEY	48	2301520700295	SANTOSHI MANDAL
16	2301520700092	AYUSHI	49	2301520700305	SHANU KUMAR



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17	2301520700098	CHANDAN KUMAR	50	2301520700306	SHEKHAR KUMAR
18	2301520700119	DIVYANSHI DUBEY	51	2301520700307	SHIKHA KUMARI
19	2301520700124	GARIMA RATHORE	52	2301520700309	SHIV AVTAR
20	2301520700137	HARSH TRIPATHI	53	2301520700314	SHIVANI JHA
21	2301520700138	HARSHA BHARTI	54	2301520700321	SHRUTI GUPTA
22	2301520700140	HARSHIT RAJPUT	55	2301520700332	SNEHA KASHYAP
23	2301520700145	HIMANSHU YADAV	56	2301520700343	SUMIT KUMAR
24	2301520700147	INJMAMUL ANSARI	57	2301520700344	SUMIT NIGAM
25	2301520700156	JAYESH JOSHI	58	2301520700356	UDAY SHARMA
26	2301520700191	MAHIMA SHARMA	59	2301520700358	VAIBHAV BHARGAVA
27	2301520700200	MEGHNA SHARMA	60	2301520700362	VANSHIKA TOMAR
28	2301520700201	MOHAMMED MEHTAB	61	2301520700363	VANSHIKA TYAGI
29	2301520700210	NANDINI KUMARI	62	2301520700365	VIKAS KUMAR KAMAT
30	2301520700219	NIKHIL NAGAR	63	2301520700367	VIKAS TYAGI
31	2301520700223	NISHANT CHANDRA TIWARY	64	2301520700373	VISHWAJEET PANDEY
32	2301520700227	NITISH KUMAR CHAUBEY	65	2301520700381	ZUBERIYA
33	2301520700231	PANKAJ JOSHI			

### Registered And Completed List

Name of Student	Registered	Completed
ABHIJEET JAISWAL	REGISTERED	COMPLETED
ABHISHEK TRIPATHI	REGISTERED	COMPLETED
AJAY KUMAR PANDEY	REGISTERED	COMPLETED
AMAN KUMAR DHONI	REGISTERED	COMPLETED
AMIT KUMAR JHA	REGISTERED	COMPLETED
AMIT RAJ	REGISTERED	COMPLETED



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AMRITHA K NAIR	REGISTERED	COMPLETED
ANISHA RAJ	REGISTERED	COMPLETED
ANKIT KUMAR	REGISTERED	COMPLETED
ARCHANA RAJPUT	REGISTERED	COMPLETED
ARIHANT VIRENDRA JAIN	REGISTERED	COMPLETED
ASHWINI KUMARI	REGISTERED	COMPLETED
AVAKASH KUMAR	REGISTERED	COMPLETED
AVANTIKA SRIVASTAVA	REGISTERED	COMPLETED
AYUSH DUBEY	REGISTERED	COMPLETED
AYUSHI	REGISTERED	COMPLETED
CHANDAN KUMAR	REGISTERED	COMPLETED
DIVYANSHI DUBEY	REGISTERED	COMPLETED
GARIMA RATHORE	REGISTERED	COMPLETED
HARSH TRIPATHI	REGISTERED	COMPLETED
HARSHA BHARTI	REGISTERED	COMPLETED
HARSHIT RAJPUT	REGISTERED	COMPLETED
HIMANSHU YADAV	REGISTERED	COMPLETED
INJMAMUL ANSARI	REGISTERED	COMPLETED
JAYESH JOSHI	REGISTERED	COMPLETED
MAHIMA SHARMA	REGISTERED	COMPLETED
MEGHNA SHARMA	REGISTERED	COMPLETED
MOHAMMED MEHTAB	REGISTERED	COMPLETED
NANDINI KUMARI	REGISTERED	COMPLETED
NIKHIL NAGAR	REGISTERED	COMPLETED
NISHANT CHANDRA TIWARY	REGISTERED	COMPLETED
NITISH KUMAR CHAUBEY	REGISTERED	COMPLETED
PANKAJ JOSHI	REGISTERED	COMPLETED
PARUL GUPTA	REGISTERED	NOT COMPLETED
PAWAN KUMAR	REGISTERED	COMPLETED
PAYAL VERMA	REGISTERED	COMPLETED
PIYUSH RANJAN	REGISTERED	COMPLETED
PRASHANT KUMAR	REGISTERED	COMPLETED
PRINCE TOMAR	REGISTERED	COMPLETED
PRITIKA KUMARI	REGISTERED	COMPLETED
PRIYA SHISHODIA	REGISTERED	COMPLETED
PRIYANKA	REGISTERED	COMPLETED
RANJANA KUMARI	REGISTERED	COMPLETED
RITESH GUPTA	REGISTERED	COMPLETED
SAKSHI R SIRSIKAR	REGISTERED	COMPLETED
SANDEEP SHARMA	REGISTERED	COMPLETED
SANDIP KUMAR SHAH	REGISTERED	COMPLETED
SANTOSHI MANDAL	REGISTERED	COMPLETED
SHANU KUMAR	REGISTERED	COMPLETED
SHEKHAR KUMAR	REGISTERED	COMPLETED
SHIKHA KUMARI	REGISTERED	COMPLETED
SHIV AVTAR	REGISTERED	NOT COMPLETED
SHIVANI JHA	REGISTERED	COMPLETED
SHRUTI GUPTA	REGISTERED	COMPLETED
SNEHA KASHYAP	REGISTERED	COMPLETED
SUMIT KUMAR	REGISTERED	COMPLETED
SUMIT NIGAM	REGISTERED	COMPLETED
UDAY SHARMA	REGISTERED	COMPLETED



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VAIBHAV BHARGAVA	REGISTERED	COMPLETED
VANSHIKA TOMAR	REGISTERED	COMPLETED
VANSHIKA TYAGI	REGISTERED	COMPLETED
VIKAS KUMAR KAMAT	REGISTERED	COMPLETED
VIKAS TYAGI	REGISTERED	COMPLETED
VISHWAJEET PANDEY	REGISTERED	COMPLETED
ZUBERIYA	REGISTERED	COMPLETED

### RESOURCE PERSONS PROFILE



Trainer Name :- Geetanjali Dua

Currently working as B2B Acquisition head for North region in Crack-ED. Geetanjali has 6+ years of experience in corporate training professional with a proven track record of designing, implementing, and evaluating effective training programs. Proficient in AI technologies, with experience in training and utilizing ChatGPT for various applications. Conducted various training programs for customer service executives, sales executives, middle management in corporate & surgeons. Expertise in soft skills & product training along with content building.

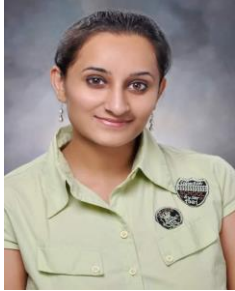
**LinkedIn Profile** :- [https://www.linkedin.com/in/geetanjali-dua-9b77451aa?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=android\\_app](https://www.linkedin.com/in/geetanjali-dua-9b77451aa?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)



## MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)



Trainer :- Ms. Gursimar Shah

A result-oriented learning professional with nearly 13 years experience in Sales, Operations Talent Management and Learning and Development. Most of her experience is spread across disciplined functional strengths like people management, internal corporate communication, employee retention strategies and skill development through training. Exposure to corporate acquisition & leadership changes within the organization has created opportunities for herself to build robust dialogue models for both leadership and employees to connect and build a culture of trust & transparency. Successfully managed Pragati Office (10 managers, 1 branch manager and 150+ front sales executives) & CSR which has been recognized by various partners in the field of Organization Development. Have also managed GO AND SO branches (22 Managers, 2 Branch Managers and 250+ front line sales advisors)

Linkedin Profile :- <https://www.linkedin.com/in/gursimar-shah-0659b320>



Trainer Name :- Mridul Soparkar

She is the CEO and founder of Fashion couch, a firm that deals with soft skills training, image consultancy and handwriting analysis. She would introduce herself as someone who is responsible, ambitious, a visionary and hardworking individual. She is a corporate trainer specialized in :-

- Emotional intelligence
- Time Management
- Negotiation and Interview Skills
- Chatgpt

LinkedIn Profile :- <https://www.linkedin.com/in/mridul-soparkar>



Trainer Name :- Kirti Singh



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She is a keen planner, strategist & implementer with demonstrated abilities in devising training activities. Kirti is a corporate culture trainer with vast corporate experience in renowned business houses. She comes with an in-depth exposure in diversified domains & industries like Banking, Insurance Electronics and Education. She has worked with numerous big business houses such as SBI LIFE, ICICI PRUDENTIAL, KOTAK, BAJAJ FINANCE and Axis.



Trainer Name : SUSAN COELHO ANTONY

Competent professional with 20+ years of experience in Training & Development, Team Management, Customer Service Operations, Sales, Corporate Social Responsibility, Public Relations & Corporate Communication ♣ Proficient in assessing training requirements, identifying skill gaps, and implementing programs to improve operational efficiency, resulting in enhanced productivity. ♣ Experienced in creating and delivering tailor-made training programs aimed at maximizing the knowledge and operational efficiency of client and organizations. ♣ Extensive experience in leading service delivery, continuous development & improvement of provider services in accordance with targets / objectives included in service plans ♣ Skilled in establishing quality standards across multiple operational areas & implementing effective systems & procedures to ensure a superior customer experience. ♣ Expertise in mapping business requirements & coordinating in developing & implementing processes in line with the preset guidelines ♣ Effective communicator with strong analytical, problem solving & team building abilities.

### Communication E-mail from Crack-ED

Crack-ED - Training Program - Mangalmay College External Inbox x

H Harpreet Kaur <harpreet.kaur@crack-ed.com> Tue, May 7, 5:16 PM ☆ ↶ ⋮  
to director, me, Bhavana, Nabeel, Avinash, Samiksha, Sakshi ▾

Dear Divya Ma'am,

Greetings from Crack-ED!

We are thrilled to have you on board and thank you for choosing our course to empower your students. Our Mission is to make a difference by uplifting those who need that extra push through upskilling. Our Vision is to impact 1 million Students by 2025.

By opting for Crack-ed, you've embarked on a journey of perpetual learning and growth for your students. You're now part of our community forever!





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As per our conversation, below are the topics of the session and mode of training that we have agreed upon:

S.No	Topics	Mode	Hours	Test
1	Resume Writing powered by Chat GPT	Offline	2	0.5
2	Elevator pitch	Offline	2	0.5
3	Communication Skills	Offline	2	0.5
4	Grooming + Body Language + Tonality	Offline	2	0.5
5	Linkedin Mastery	Online	2	0.5
6	SWOT Analysis	Online	2	0.5
7	Email Writing	Online	2	0.5
8	Numerical ability & Logical reasoning	Online	2	0.5
9	Functional Knowledge	Online	2	0.5
10	Basics of Excel	Online	2	0.5
11	Interview Skills + Group Discussion	Offline	2	0.5
12	Mock Interview ( Virtual )	Offline	3	
13	Mock Interview ( Physical)	Offline	3	
14	Certification	Online	2	
			30	5.5
		<b>Total No.of hours</b>	35.5	

### Program Highlights :

1. In-session live activities
2. Pre-assessment and session assessments
3. Crack-ED Certification
4. Skillometer

### Pre- Requisites:

1. Student list in the attached format
2. SPOC details for smooth coordination of sessions
3. Schedule of the training - date, day, and time batch-wise

### Files are attached :

1. Training Topics
2. Format for Student's details

For any further clarification/query feel free to connect with me

Thanks and Regards,

**Harpreet** Kaur

Operation Manager

9811511194



# MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

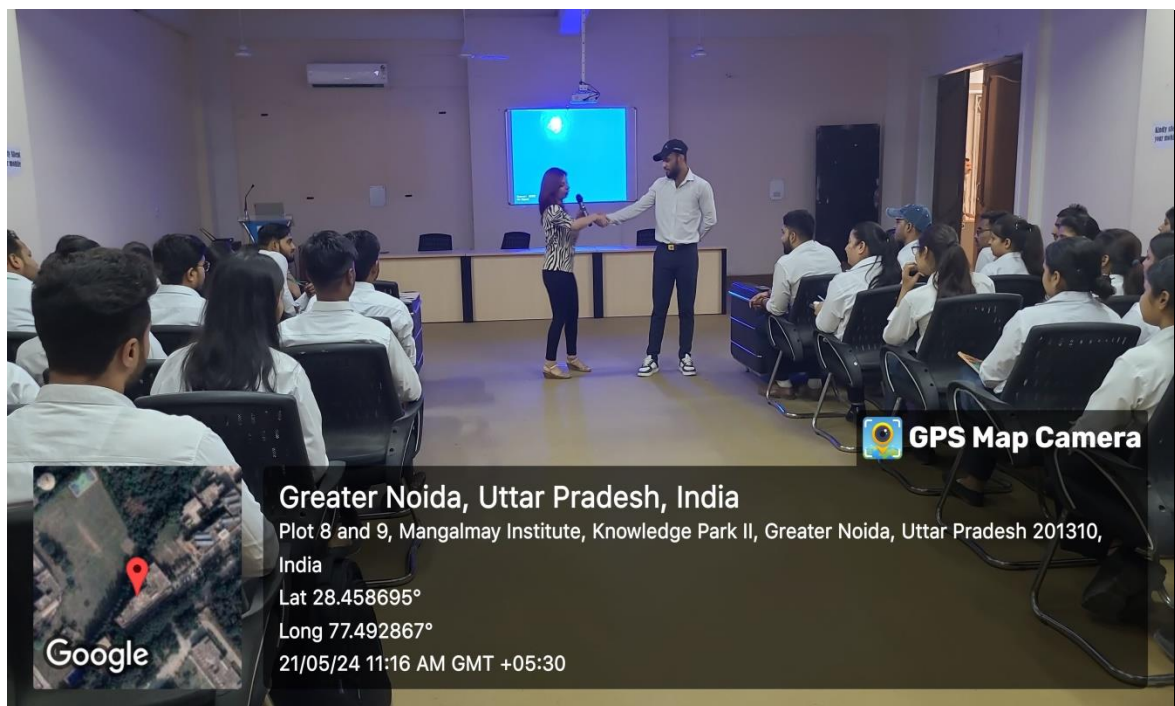
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## Pictures:



Director Dr. Ruchika Gupta is presenting tulsi sapling during the orientation of the program



Students learning the importance of a simple hand shake



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Knowledge Park-II, Greater Noida (U.P.)



Greater Noida, Uttar Pradesh, India

Plot 8 and 9, Mangalmay Institute, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India

Lat 28.458695°

Long 77.492867°

23/05/24 11:45 AM GMT +05:30

Students preparing for One Minute Showcase



Greater Noida, Uttar Pradesh, India

Plot 8 and 9, Mangalmay Institute, Knowledge Park II, Greater Noida, Uttar Pradesh 201310, India

Lat 28.458695°

Long 77.492867°

06/06/24 12:35 PM GMT +05:30

Students experiencing group Discussion



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Students preparing for Elevator Pitch



During the session



Students with the trainer



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### Sample certificate



## Certificate of Completion

This is to certify that

**Abhijeet Jaiswal**

has successfully completed a training program on  
**“ Soft Skills and Personality Development ”**

Conducted by Crack-ED in association with  
Mangalmay Institute of Management & Technology



Date : 20th June 2024

Enrolment No : MIE02IS01

*Debojit Sen.*

DEBOJIT SEN  
FOUNDER, CRACK-ED

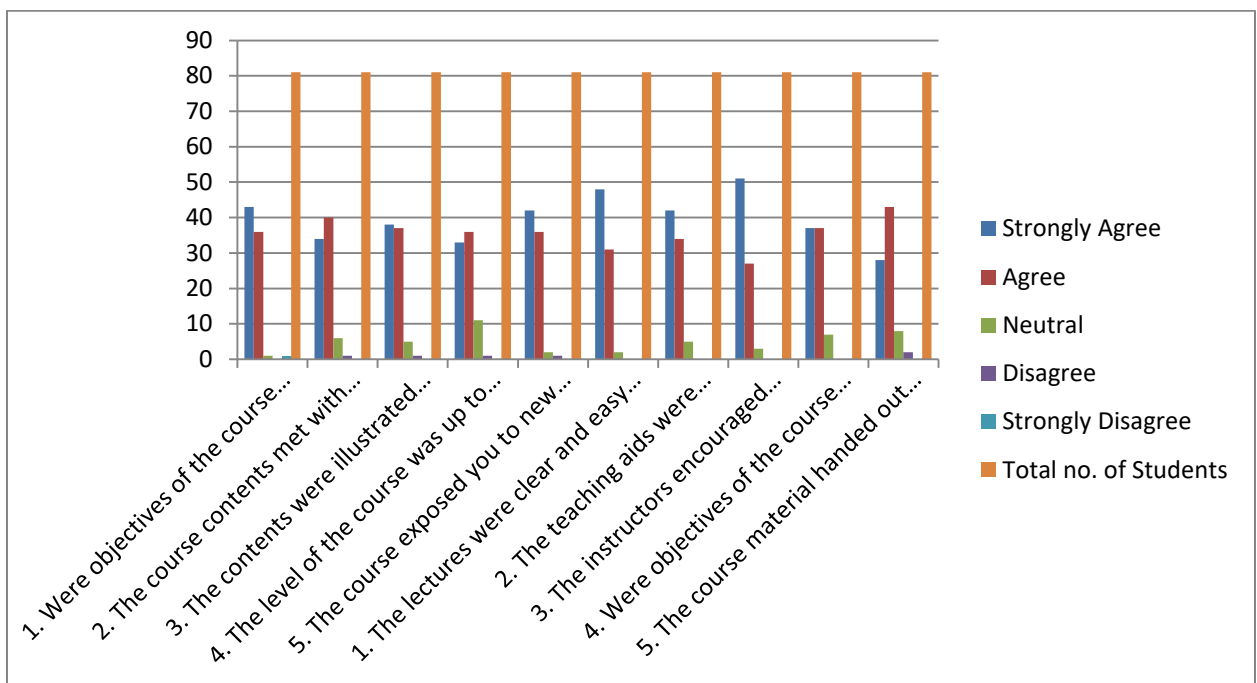




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Average Rating	4.4
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**NOTE :** Overall Students find it very useful and it helps them in many aspects. Students clearly feel the difference after attaining the value added course while appearing for Group discussion and Personal Interview (INTERNSHIP PLACEMENT). Students gave some suggestions like proper notes should be provided, recorded lectures should be available, more lectures should be added etc.