



ANWARUL ULOOM COLLEGE

(Autonomous)

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(Affiliated to Osmania University, Hyderabad)

(A Muslim Minority Institution)

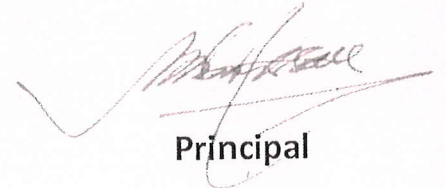
Ref. No.

Date 28/08/2023

Circular

All the students are hereby inform that the Placement Cell organizing two days AMP's Employability Training program on the topic "**Personality Development & Communication Skills** by Ms. Nafisa Shanaz, Soft Skill Trainer on 25th August 2023 and the topic "**Interview Techniques & Resume Writing**" by speaker Mr. Syed Hassan Abdullah, Career Coach and Soft Skill Trainer on 26th August 2023" for our students, Time : 10:30 AM to 12:30 PM, Venue: RJP Hall.

The main aim of conducting an employability training program is to equip individuals with the skills, knowledge, and attitudes necessary to enhance their employability and succeed in the workforce.



Principal

PRINCIPAL
Anwarul Uloom College (Autonomous)
New Maliepally, Hyderabad-01.



Anwarul Uloom College



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(An Autonomous Muslim Minority Institution)
(Affiliated to Osmania University)
New Mallepally- Hyderabad- 500 001- Telangana State.

AMP's EMPLOYABILITY TRAINING PROGRAM

25th & 26th August 2023

Organized by Placement Cell

Programme Sheet

Date	Time	Program Schedule
25 th August, 2023	10:30 am	Welcome Address Dr. Mehdi Bano Associate Professor in Commerce & IQAC Coordinator
	10:35 am	Qirat by Syed Abdul Hussain BBA 1 st Year
	10:40 am	Principal Speech
	10:40am	Speaker: Ms. Nafisa Shanaz Soft Skills Trainer Topic: Personality Development and Communication Skills
	12:00 Pm	Vote of thanks by Capt. Syed Siddiq Hasan
26 th August, 2023	10:30 am	Welcome Address
	10:35 am	Qirat by Syed Abdul Hussain BBA 1 st Year
	10:40 am	Principal Speech
	10:50 am	Speaker: Mr. Syed Hassan Abdullah Career Coach & Soft Skills Trainer Topic: Interview Techniques & Resume Writing
	12:00 Pm	Vote of thanks by Dr. Yasmeen Banu Associate Professor in commerce & Placement Officer
	12:10 pm	National Anthem

Coordinator

Principal

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Date:

**A Report on
EMPLOYABILITY TRAINING PROGRAM
Organized by Placement cell of Anwarul Uloom College in collaboration with
Association of Muslim Professionals**

Date: 26th August, 2023

Time: 11 AM to 12:30 PM



Venue: RJP Hall

Title of the Program: A Seminar on Interview Techniques & Resume Writing

Resource Person: Mr. Syed Hassan Abdullah, Career Coach and Soft Skills Trainer

Total No. of Students Participated: 250

AMP's EMPLOYABILITY TRAINING PROGRAM
Exclusively for the Students of Anwarul Uloom College, Hyderabad

Date: Friday, 25th August 2023 Time: 10:30 AM to 12:30 PM	Date: Saturday, 26th August 2023 Time: 10:30 AM to 12:30 PM
Topic: Personality Development & Communication Skills	Topic: Interview Techniques & Resume Writing
 Ms. Nafisa Shanaz Soft Skills Trainer	 Mr. Syed Hassan Abdullah Career Coach and Soft Skills Trainer

Venue: Anwarul Uloom College, Hyderabad





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Date:

PROGRAM SHEET
AMP'S EMPLOYABILITY TRAINING PROGRAM
Academic Year 2023-2024
Topic: Interview Techniques & Resume Writing

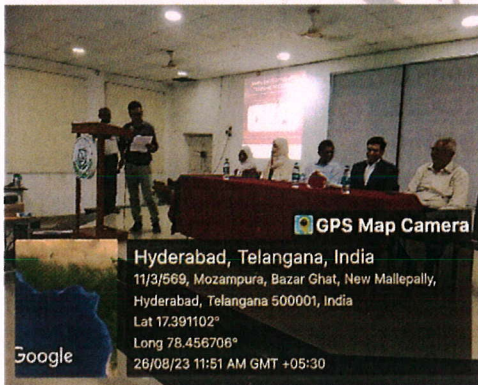
Date / TIME	PROGRAM SCHEDULE
25 th August 2023 11:00 – 11:05	Inauguration
11:05 – 11:15	Welcome Speech by Dr. Yasmeen Banu, HoD Business Administration
11:15 – 12:30	Resource Person Mr. Syed Hassan Abdullah, Career Coach and Soft Skills Trainer
12:30 - 12:45	Vote of Thanks By Mr. Amir Khan, Asst. Professor Department of Commerce

Program Report:

Speech by Mr. Mohammed Abdul Razzak

Good Morning everyone,

It is a great honor to be here today to discuss two essential components of career success: Interview Techniques and Resume Writing. These skills are crucial in today's competitive job market and can make a significant difference in securing the positions you desire.



Interview Techniques

Preparation

Practice:

Presentation

Communication

Follow-Up

Resume Writing

Clarity and Conciseness

Tailoring

Professional Summary

Achievements Over Duties

Formatting



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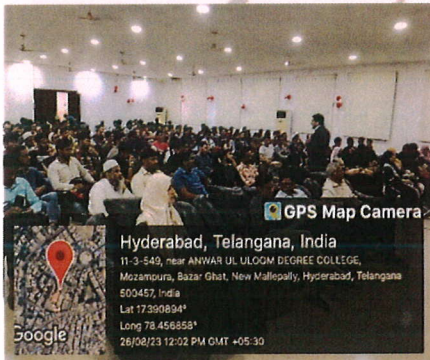
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Date:

In conclusion, mastering interview techniques and resume writing can significantly enhance your chances of success in the job market. By preparing thoroughly, practicing diligently, presenting yourself confidently, and following up professionally, you can leave a strong impression on potential employers. Similarly, a well-crafted resume that is clear, tailored, and focused on achievements can help you stand out from the competition.

Thank you for your attention, and I wish you all the best in your career endeavors. Remember, success is not just about having the right skills but also about presenting them effectively.



Resource Person: Mr. Syed Hassan Abdullah

Welcome and Introduction:

Good Morning, everyone. Thank you for joining this seminar on Interview Techniques and Resume Writing. Today, we have the privilege of learning from Mr. Syed Hassan Abdullah, a distinguished expert in Career Coach and Soft Skills Trainer. Mr. Abdullah has helped countless individuals advance their careers with his insights and practical advice.

Part 1: Interview Techniques

1. Preparation:

Mr. Abdullah stresses the importance of thorough preparation before an interview. Research the company to understand its culture, values, and recent developments. Familiarize yourself with the job description and prepare questions that reflect your knowledge and interest in the organization. This not only shows your enthusiasm but also helps you determine if the company is the right fit for you.

2. Practice:

Conducting mock interviews can significantly boost your confidence and improve your performance. Practice answering common interview questions and use the STAR method (Situation, Task, Action, Result) to structure your responses to behavioral questions. This approach ensures that your answers are comprehensive and focused.

3. Presentation:

First impressions matter. Dress appropriately for the interview, maintain good posture, and make eye contact with your interviewer. Your body language should convey confidence and professionalism. Remember, how you present yourself can be as important as what you say.



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4. Communication:

Clear and concise communication is key during an interview. Listen carefully to the questions and respond directly. Avoid rambling and ensure your answers are relevant. It's also important to showcase your soft skills, such as teamwork, problem-solving, and adaptability, through your responses.

5. Follow-Up:

After the interview, send a thank-you email to your interviewer. This not only reiterates your interest in the position but also gives you an opportunity to summarize why you are a good fit for the role. It leaves a positive impression and keeps you on the interviewer's mind.

Part 2: Resume Writing

1. Clarity and Conciseness:

Your resume should be easy to read and understand. Keep it to one or two pages, using bullet points instead of lengthy paragraphs. This makes it easier for recruiters to quickly scan your resume and identify key information.

2. Tailoring:

Customize your resume for each job application. Highlight your relevant skills and experiences that match the job description. Tailoring your resume shows that you have taken the time to understand the job requirements and that you are a serious candidate.

3. Professional Summary:

Start your resume with a strong professional summary. This section should encapsulate your career background, key competencies, and what you bring to the table. It serves as your elevator pitch, giving recruiters a snapshot of who you are and what you can do.

4. Achievements Over Duties:

Focus on your achievements rather than simply listing your job duties. Use quantifiable metrics to showcase your impact, such as "Increased sales by 20%" or "Reduced costs by 15%." This demonstrates your contributions and the value you can bring to a potential employer.

5. Formatting:

Use a clean and professional layout for your resume. Consistent fonts, clear headings, and adequate spacing enhance readability. Avoid using flashy graphics or unconventional fonts, as these can be distracting and may not be ATS (Applicant Tracking System) friendly.



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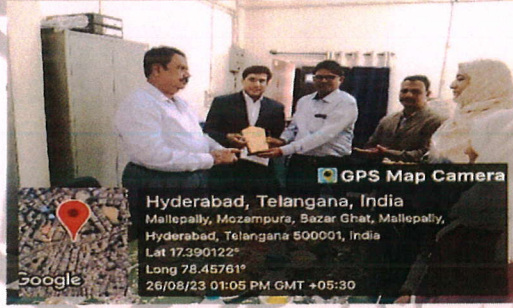
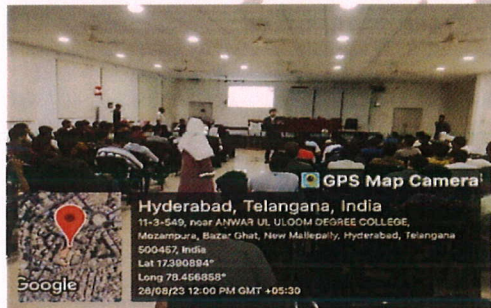
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Conclusion:

In conclusion, Mr. Syed Hassan Abdullah's insights on interview techniques and resume writing are invaluable for anyone looking to advance their career. By thoroughly preparing for interviews, practicing your responses, presenting yourself confidently, and following up, you can significantly improve your chances of success. Similarly, a well-crafted resume that is clear, tailored, and focused on achievements can help you stand out in a competitive job market.

Thank you for attending today's seminar. We hope you found Mr. Abdullah's advice helpful and that you leave with actionable strategies to enhance your career prospects.



Program Coordinator

Principal

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**A Report on
EMPLOYABILITY TRAINING PROGRAM
Organized by Placement cell of Anwarul Uloom College in collaboration with
Association of Muslim Professionals**

Date: 25th August, 2023

Time: 11 Am to 12:30 PM



Venue: RJP Hall

Title of the Program: A Seminar on Personality Development & Communication Skills

Resource Person: Ms. Nafisa Shanaz, Soft Skills Trainer

Total No. of Students Participated:250

AMP's EMPLOYABILITY TRAINING PROGRAM
Exclusively for the Students of Anwarul Uloom College, Hyderabad

Date: Friday, 25th August 2023 Time: 10:30 AM to 12:30 PM	Date: Saturday, 26th August 2023 Time: 10:30 AM to 12:30 PM
Topic: Personality Development & Communication Skills	Topic: Interview Techniques & Resume Writing
 Ms. Nafisa Shanaz Soft Skills Trainer	 Mr. Syed Hassan Abdullah Career Coach and Soft Skills Trainer

Venue: Anwarul Uloom College, Hyderabad



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Date:

PROGRAM SHEET

AMP'S EMPLOYABILITY TRAINING PROGRAM

Academic Year 2023-2024

Topic: Personality Development & Communication Skills

Date / TIME	PROGRAM SCHEDULE
25 th August 2023 11:00 – 11:05	Inauguration
11:05 – 11:15	Welcome Speech by Dr. Yasmeen Banu, HoD Business Administration
11:15 – 11:20	Resource Person Ms. Nafisa Shahnaz Soft Skills Trainer
11:50 – 12:00	Vote of Thanks By Major . Syed Siddiq Hasan, NCC Officer

Program Report:



Introduction : The main aim of conducting an employability training program is to equip individuals with the skills, knowledge, and attitudes necessary to enhance their employability and succeed in the workforce. These programs typically focus on developing a range of competencies that are highly

valued by employers, including:

1. **Hard Skills:** These are specific, teachable abilities that can be easily quantified, such as technical skills relevant to a particular job or industry.
2. **Soft Skills:** Also known as interpersonal skills or people skills, these include communication, teamwork, problem-solving, adaptability, time management, and leadership abilities. Soft skills are essential for success in almost any job and are highly sought after by employers.



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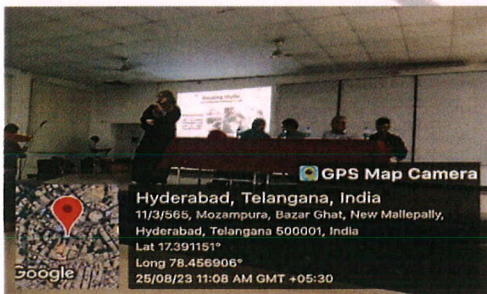
3. Job Search and Application Skills: This involves training on resume writing, cover letter writing, interview techniques, networking, and job search strategies to help individuals effectively navigate the job market and secure employment opportunities.

4. Professional Development: This includes training on professionalism, workplace etiquette, conflict resolution, and career planning to help individuals thrive in their chosen careers and progress professionally.

5. Industry-specific Knowledge: Depending on the target audience and industry, employability training programs may provide specialized training and information relevant to a particular sector or field.

By providing individuals with these essential skills and knowledge, employability training programs aim to enhance their competitiveness in the job market, increase their chances of securing employment, and empower them to succeed and thrive in their chosen careers. Ultimately, the goal is to bridge the gap between education and employment by preparing individuals for the realities of the modern workforce and enabling them to achieve their career aspirations.

Resource Person: Ms. Nafisa Shanz, Soft Skills Trainer



Introduction

The seminar on "Personality Development and Communication Skills," led by Ms. Nafisa Shahnaz, was held on 25th August, 2023 at RJP Hall, Anwarul Uloom College. Ms. Shahnaz, an expert in Soft Skills Trainer brought a wealth of experience and knowledge to the session. The seminar was attended by students, professionals, and individuals keen on improving their

personal and professional skills.



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Objectives

The main objectives of the seminar were:

- To understand the key components of personality development.
- To explore effective communication techniques.
- To learn practical strategies for enhancing personal and professional growth.

Key Topics Covered

Personality Development

Ms. Shahnaz emphasized the importance of self-awareness in personality development. She discussed various traits that contribute to a strong personality, including:

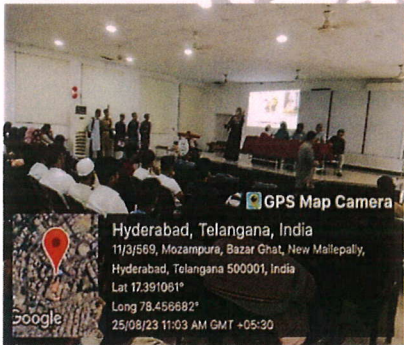
Self-Confidence: Building self-esteem and belief in one's abilities.

Positive Attitude: Maintaining an optimistic outlook and resilience in the face of challenges.

Adaptability: Being flexible and open to change.

Continuous Learning: Embracing lifelong learning and self-improvement.

Communication Skills



Effective communication was highlighted as a crucial component of personal and professional success. Key points included:

Verbal Communication: The importance of clear and concise speech, tone modulation, and the impact of word choice.

Non-Verbal Communication: The role of body language, eye contact, facial expressions, and gestures in conveying messages.

Active Listening: Techniques for improving listening skills, including empathy, feedback, and avoiding interruptions.

Public Speaking: Overcoming the fear of speaking in public, structuring speeches, and engaging the audience.

Interactive Sessions



The seminar featured several interactive activities designed to reinforce the concepts discussed:

Role-Playing: Participants engaged in role-playing exercises to practice communication scenarios.

Group Discussions: Small group discussions facilitated the sharing of experiences and insights on personality development.



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Q&A Session: Ms. Shahnaz answered questions from the audience, providing personalized advice and solutions.

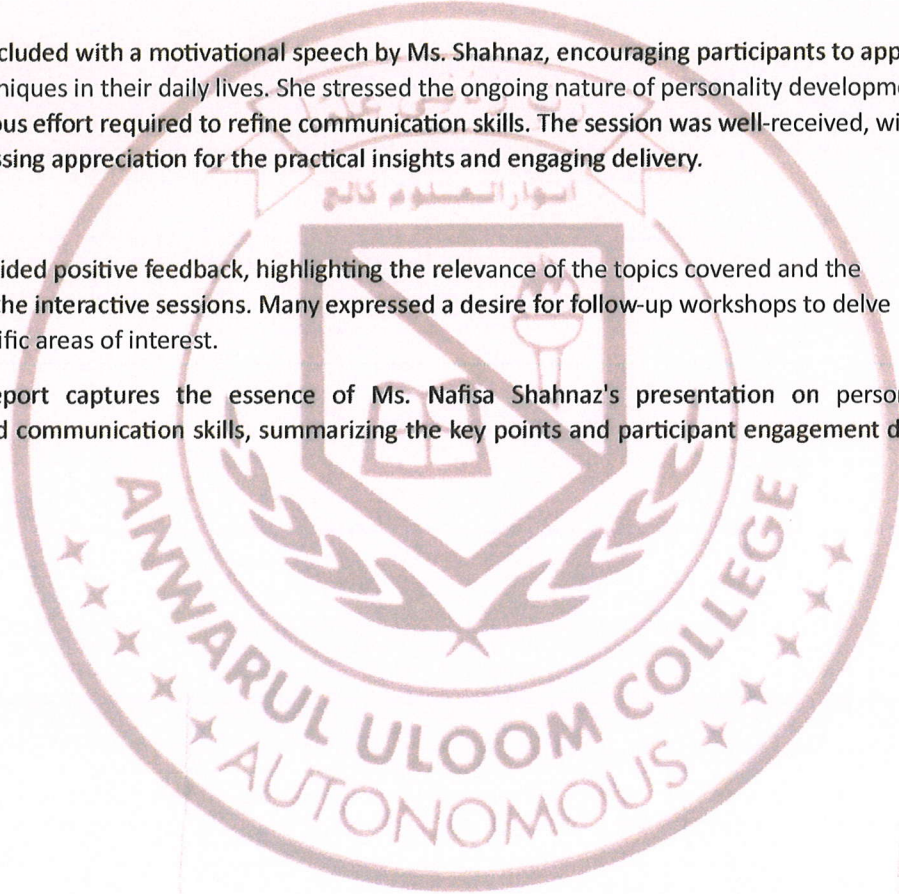
Conclusion

The seminar concluded with a motivational speech by Ms. Shahnaz, encouraging participants to apply the learned techniques in their daily lives. She stressed the ongoing nature of personality development and the continuous effort required to refine communication skills. The session was well-received, with attendees expressing appreciation for the practical insights and engaging delivery.

Feedback

Participants provided positive feedback, highlighting the relevance of the topics covered and the effectiveness of the interactive sessions. Many expressed a desire for follow-up workshops to delve deeper into specific areas of interest.

This seminar report captures the essence of Ms. Nafisa Shahnaz's presentation on personality development and communication skills, summarizing the key points and participant engagement during the event.



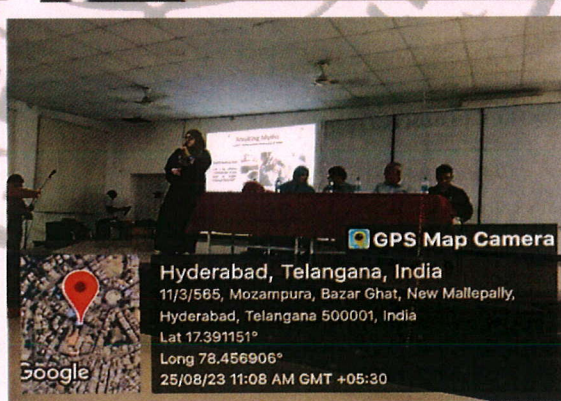
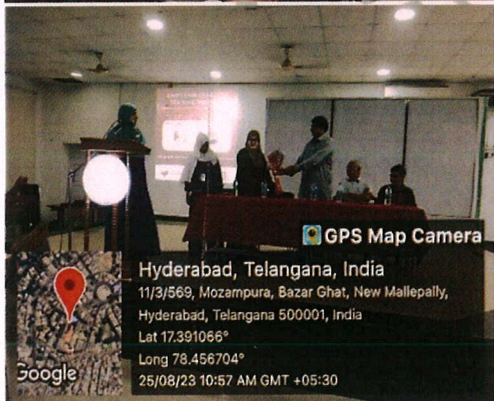
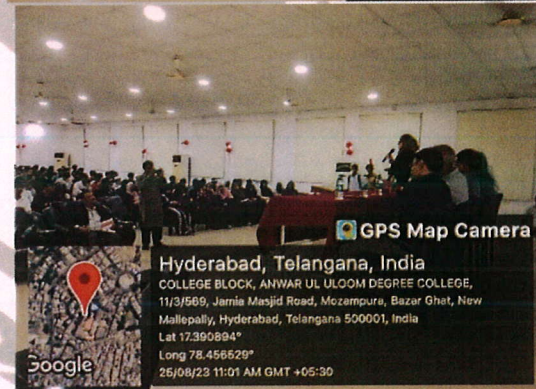
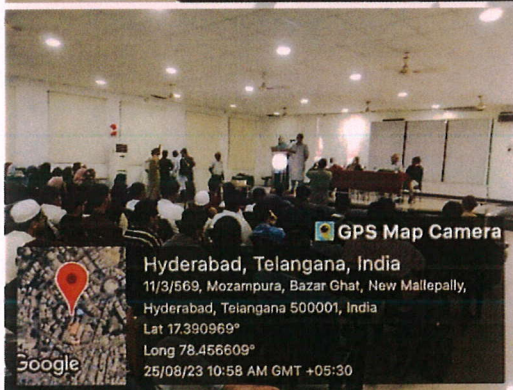
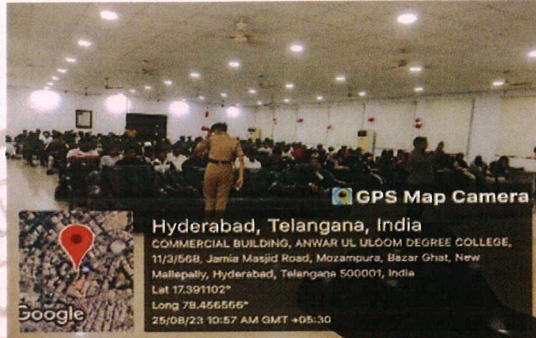
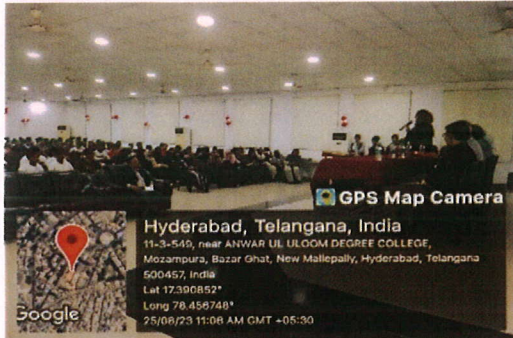


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vote of thanks by Major. Syed Siddiq Hasan, NCC Officer


Program Coordinator


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New Malleshpally- Hyderabad- 500 001- Telangana State.

AMP's EMPLOYABILITY TRAINING PROGRAM

Topic: "Personality Development & Communication Skills"

Department Placement Cell & Career Development Cell

ATTENDANCE SHEET

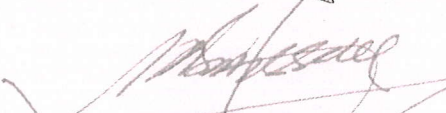
Date: August 25 2023

Time: 10:30 AM to 12:30 PM

Venue: RJP Hall

S.No	Roll No	Name of the Student	Signature
1	1062-23-401-209	Mohammed Asman	Asman
2	1062-23-405-049	Mohammed irfan	irfan
3	1062-23-405-628	Syed Abbay	Abbay
4	1062-23-405-413	SHAIK SAAD ZUBEDI	Shaik Saad
5	1062-23-405-816	Syed Abdul Raouf Mary	Mary
6	1062-23-405-110	Shaik Mannan	Mannan
7	1062-22-400-028	Mohd. Asaf	Asaf
8	1062-23-405-525	mohammed Toufear	Toufear
9	1062-23-405-727	mohammed mustafa Ahmed	Ahmed
10	1062-23-405-625	Syed Ansar Ali	Ansar Ali
11	1062-23-405-626	Hannan	Hannan
12	1062-23-405-104	Mohammed bilal Harced	Harced
13	1062-23-405-041	shaik taj uddin	Taj
14	1062-23-405-618	Mohd Zaid Sayeed	Mohd Zaid
15	1062-23-405-702	Mohd Abdul Sami	M. Sami
16	1062-23-405-035	Mohd Rehan uddin	Rehan
17	1062-23-405-808	Shaik Mohammed Ghouse	SM Ghouse
18	1062-23-405-341	ABDURRAHMAN AZEEM Siddiqui	Azeem
19	1062-23-405-438	mohammed Atif	Atif
20	1062-23-405-507	Mohammed Abdul Latif	Latif
21	1062-23-405-803	Samuel Saq	Saq
22	1062-23-405-010	Mos Mohammed Qasim Ali	Qasim Ali
23	1062-23-405-305	Mohd Aslam Salman	Aslam


Program Coordinator


Principal
Anwarul Uloom College (Autonomous)
New Malleshpally, Hyderabad

S.No	Participant Name	Signature
04	Mohammed Faizan Ahmed	
05	Hamad Bin Saleem Ahmed Bawazeer	
06	Siif Abdulrahman Samanli	
27	Syed Abdul Kaseem	
28	Abdirahman Anil Jama dubad	
29	Mohd Abdul Raheem	
30	Mir Komil Ali	
31	Rahmatullah Rafta	
32	Syed Afgan Hashmi	
33	Subiyan Ali Khan	
34	Hidayatullah Khan	
35	Mohd Danish Ahmed	
36	Md Anas Khan	
37	Mustauf Ahmed	
38	MD. Aslam	
39	Shahnawaz Khan	
40	Syed Ibrahim Jamal	
41	Muzammil Uddin	
42	Syed Mahbub Hussain	
43	Mohammed Akbar	
44	Asad Yahiuddin	
45	Sohail Khan	
46	Shah Jahan	
47	Mohammed Shoaib	
48	Syed Uzair	
49	Mohd Nabeel	
50	Binte Yousuf	
51	Clouner	
52	AMEENA	
53	Mohd Raif	

Coordinator

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Date:02/02/2024

CIRCULAR

DEPARTMENT OF ENGLISH

Department of English in collaboration with IQAC is organizing one day workshop.

Topic:soft skills Development Programme

Date and Time: 5th February,2024 at 10:00 am in RJP Hall.

Principal

COORDINATOR

Internal Quality Assurance Cell
Anwarul Uloom College (Autonomous)
New Mallepally, Hyderabad.

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Date:02/02/2024



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NEW MALLEPALLY, HYDERABAD - 500001, T.S., INDIA



**Department of English In Collaboration with IQAC,
Organizing one day Workshop on
SKILL DEVELOPMENT
PROGRAMME**



Patrons

Janab Mujahed Alam Khan
Honourable Joint Secretary,
Anwarul Uloom Educational
Association.

Prof. Ahmed Baig
Director, AUC Group of Institutions .

Prof. Mohd Abdul Razzak
Principal, AUC.

Dr. Shaik Shafeequr Rahman
Vice Principal, AUC.

Programme Convener
Dr. Mehdi Bano
Coordinator IQAC, AUC.

Resource Person

Ms. J.C. RUBINA
Trainer, JCI,
Banjara Hyderabad.

**Date - Monday, 5th
February 2024**

Timing : 10:00 am

**Venue
RJP Hall, AUC.**

Organized by

Dr. ABDUL SALEEM
HoD
Dept. of English, AUC.

Dr. SHAIK ASIYA HUSSAINI
Associate Professor
Dept. of English

Coordinated by

Mrs. Anjum Sultana
Assistant Professor
Department of English.

Mrs. Sariya Armana
Assistant Professor
Department of English.


COORDINATOR

Internal Quality Assurance Cell
Anwarul Uloom College (Autonomous),
New Mallepally, Hyderabad.


PRINCIPAL
Anwarul Uloom College (Autonomous)
New Mallepally, Hyderabad-01.

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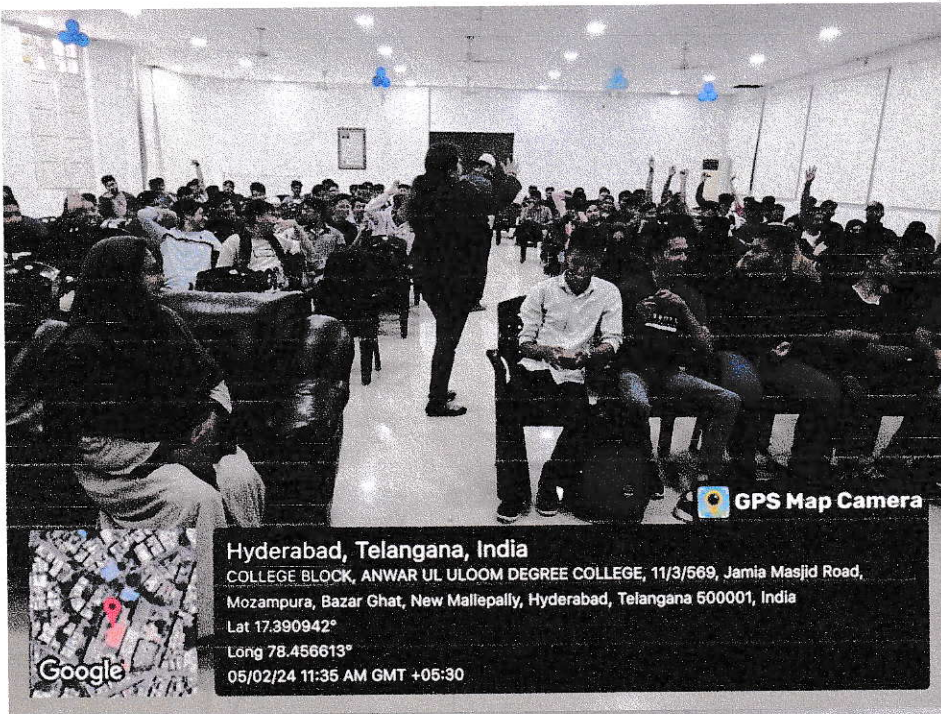
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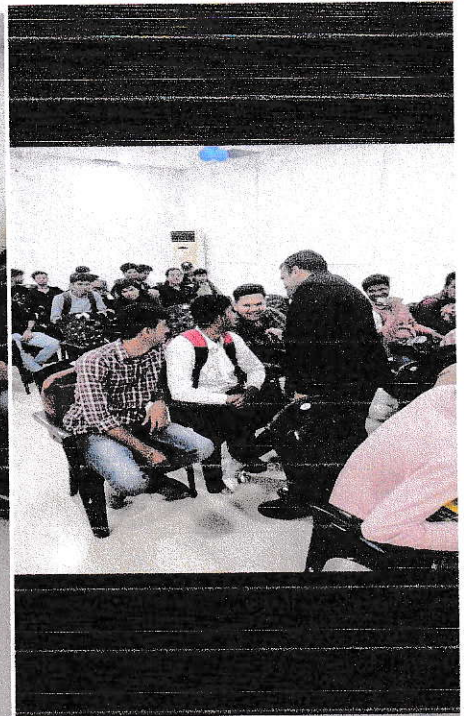
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Ref. No.

Date:02/02/2024



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Mozampura, Bazar Ghat, New Mallepally, Hyderabad, Telangana 500001, India
Lat 17.390942°
Long 78.456613°
05/02/24 11:35 AM GMT +05:30



Hyderabad, Telangana, India
ANWAR UL ULOOM DEGREE COLLEGE, 11/3/569, Jamia Masjid Road, Mozampura, Bazar Ghat,
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Long 78.45663°
05/02/24 12:08 PM GMT +05:30

COORDINATOR

PRINCIPAL

Internal Quality Assurance Cell

Anwarul Uloom College (Autonomous)

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New Mallepally, Hyderabad-01, TS

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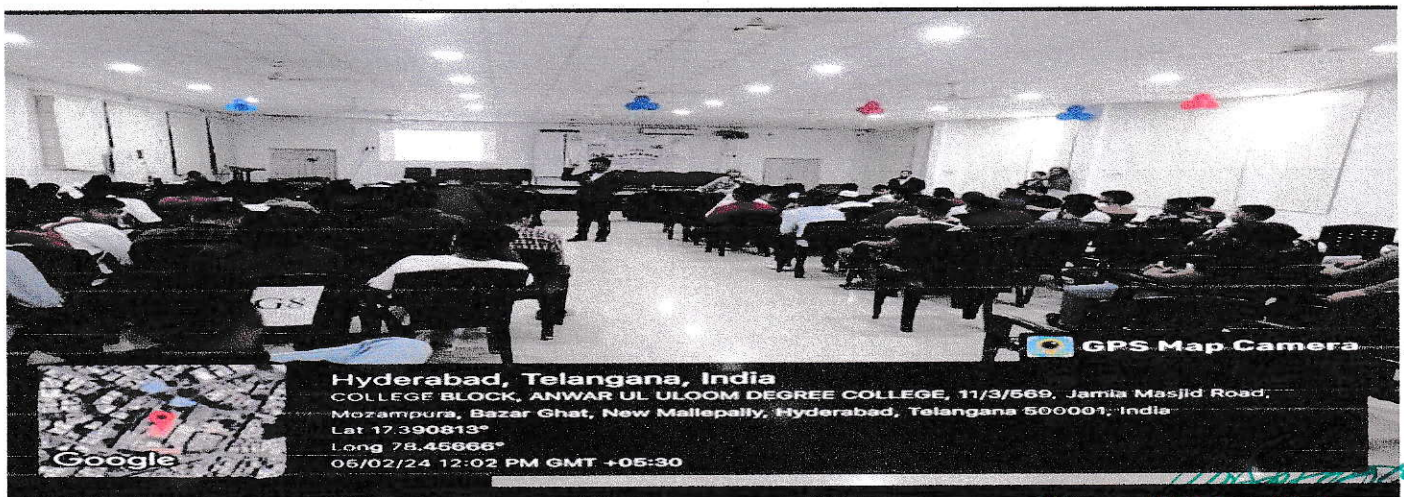
ANWARUL ULOOM COLLEGE (AUTONOMOUS)

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(Affiliated to Osmania University, Hyderabad)

Ref. No.

Date:02/02/2024



Hyderabad, Telangana, India
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Date:07/02/2024

A brief report on Workshop

Organized by the Department of English

On

“Soft Skills Development ”

ON 05th February, 2024

Objectives of Workshop :

- Enhancing Communication Skills.
- Improving interpersonal Skills.
- Strengthening teamwork and collaboration abilities.
- Developing leadership qualities.
- To Cultivate problem-solving and decision- making skills.
- To promote self- confidence and assertiveness.

I am glad to present a report on the Workshop – “Soft Skills Development Programme ”
on 05th February, 2024

The Department of English under the leadership and guidance of Dr. Abdul Saleem, Head Department of English , organized one day Workshop .

We were able to organize everything needed for the seamless and effective running of the webinar thanks to the backing of our management, principal, coordinators, and department members.

There were more than 110 participants till the end of workshop

Resource Person –MS. JC Rubina, Trainer, JCI, Banjara, Hyderabad.

The session began with the Welcome address to the resource person by ASST.PROF MRS. Niloufer Afreen

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Resource Person spoke on Development of Soft Skills, She focused on various aspects of communication, teamwork, leadership, problem- solving and emotional intelligence.

The program was structured into workshop, and interactive sessions. Participants were encouraged to actively participate, share experiences, and apply the concepts learned in their daily lives.

Overall, the Soft Skills Development program served as a cornerstone for personal and professional development, contributing to a more skilled and resilient workforce

Outcomes of the Workshop:

- Improved Communication: participants reported feeling more confident in expressing themselves and found it easier to connect with others both professionally and personally.
- Enhanced Teamwork: Collaboration among participants increased, resulting in more effective team dynamics and better project outcomes.
- Strengthened Leadership Skills.
- Enhanced Problem –Solving Abilities.
- Increased Emotional Intelligence.

The Programme was concluded with the Vote of Thanks by Shaik Sameena Begum Assistant Professor, Department of English.

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Ref. No.

Date: 05/02/20

ATTENDANCE SHEET

S.NO	NAME OF THE STUDENT	SIGNATURE
1.	Ayaz Hussain	ⓐ
2.	Ahmad	Ahmad
3.	Ashraf	ⓐ
4.	Amaan	Amaan
5.	Sajid Hussain	Sajid
6.	Husaid	Husaid
7.	Shakir Ahmed	ⓐ
8.	Zakir Hussain	Zakir
9.	Kashif	Kashif
10.	Sohail Ahmed	ⓐ
11.	Rahyal Khan	Rahyal
12.	Shamsoor Hussain	Shamsoor
13.	Sahil Khan	Sahil
14.	Sameer	Sameer
15.	Saddam Hussain	Saddam
16.	Mohammed	Mohammed
17.	Omey	Omey
18.	Obaid	Obaid
19.	Nahid Ahmed	Nahid
20.	Shameer Khan	Shameer

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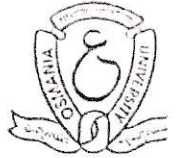
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Head

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Ref. No.

Date: 05/02/20

ATTENDANCE SHEET

S.NO	NAME OF THE STUDENT	SIGNATURE
1.	Ibrahim	Ibrahim
2.	Sohail Khan	Sohail
3.	Abdul Razi	Ab Razi
4.	Sahil Ahmed	Sahil
5.	Rahyal Khan	Rahyal
6.	Zakia Khan	Zayer
7.	Ahmed	Ahmed
8.	Zohaib Khan	Zohaib
9.	Hussain	Hussain
10.	Omer nihal	Omer
11.	mohd Sameer	Sameer
12.	mohd Tayyub	Tayyub
13.	mohd Razi	Razi
14.	Saad	Saad
15.	Alamul Rashid	Alamul
16.	Syed Danish	Danish
17.	Syed mustafa Ali	Mustafa
18.	Abdul wasi	Wasi
19.	Juraid-ur-Rahman	Juraid
20.	mohd rubashir	Rubashir
21.	Syed Shabbaz	Shabbaz
22.	moiz	Moiz
23.	Shahcen	Shahcen
24.	mohd Abdul Qader	Qader
25.	mohd Amaan	Amaan
26.	Ajjan Ahmed	Ajjan
27.	Abul Husain	Husain
28.	Danish	Danish
29.	Mukarram	Mukarram

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