

REPORT

On

WORKSHOP FOR JOB INTERVIEW

On 5th february, 2024 at 10:00 Am, Seminar hall
Organized by COMMERCE CLUB in association with IQAC
Grace valley College of Arts and & Science, Maravattam

MINUTES

Date:- 02/02/2024

Meeting - 14

Commerce Department meeting was conducted on 02/02/2024 at 3:10 pm at Department Room under the chairmanship of HOD.

Agenda:-

- 1) welcoming and approval of agenda
- 2) Approval of previous minutes of meeting
- 3) - Updation of College Portal.
- 4) - Industrial Visit of final B.Com.
- 5) - Participation in FDP programme
- 6) - Arrangement for Association inauguration.
- 7) - ~~Job~~ Job Interview Workshop.
- 8) - B.O.S.

Attendees:-

- 1 - Mohammed Rishad JP
- 2 - Mohamed Nisad. K
- 3 - Sabitha.C
- 4 - Faseena Kelodi
- 5 - Abdusabman CV
- 6 -

Decisions:-

- 1) Sabitha.C welcomed the members to the meeting and the agenda was approved without modification.
- 2) Previous minutes of meeting approved without amendment.
- 3) Decided to conduct a workshop for job

- interview.
- 4) Concerned teacher updated their university portal individually.
 - 5) - It was decided an industrial visit for the final year B.Com students and the place and date was also decided.
 - 6) - It was decided that all teachers should participate in the FDP programme.
 - 7) Do the needful arrangement in seminar hall "association inauguration".
 - 8) AOB
- The meeting was adjourned at 4:30 pm.

OBJECTIVES

- Understanding interview dynamics
- Enhancing interview skill
- Improving communication skill

Target audience

- ❖ All BCOM first, second and third year students

Resource person

- SHAFEEQ MC
(SAP Consultant)

Request letter to the Principal

FASEENA KALODI
Staff coordinator, Commerce Club
Department of Commerce
faseenakalodi@gracevalleycollege.ac.in
8/12/2023

Dr. CP AYOOB KEYI
Principal
Grace Valley College of Arts and Science

Sub: Permission to conduct a workshop for job interview.

Dear Sir,

I am writing to formally request permission to conduct training programme for job interview at our esteemed institution. We plan to organise the programme to crack job interview on **5th february 2024, from 10:00 am to 12:00 pm**, at seminar hall. We are honoured to extend an invitation to **Mr SHAFEEQ (SAP consultant)**. His valuable insights and experiences will undoubtedly inspire and motivate our students.

We sincerely hope that you will grant us the permission to proceed with this event. Thank you for considering our request. We look forward to our positive response.

Yours sincerely,

FASEENA KALODI
Assistant professor, department of commerce
Staff coordinator, Management club
fassenakalodi@gracevalleycollege.ac.in

*P. Commerce
C. Prakash
12/5/24*

Notice to Commerce Club Members

NOTICE

Dear Commerce Club Members,

COMMERCE Club in association with IQAC, scheduled to conduct an job interview workshop programme for the members of this club on 5th february 2024, from 10.00 am to 12:30 pm in the college seminar hall. All are requested to attend the programme without fail. I appreciate your support and cooperation in this regard.

Coordinator, commerce
Club

Programme notice

WORKSHOP FOR JOB INTERVIEW

Organized by
COMMERCE CLUB
Grace Valley College of Arts and Science, Maravattam

PROGRAMME NOTICE

Date : 05/02/2024,

Time : 10.00 am to 12.30 pm

- Welcome speech** : DILSHANA (Commerce club convenor)
- Presidential address** : RISHAD TP (HOD, Department of Commerce)
- Inauguration** : Dr. CP AYYOOB KEYI (Principal)
- Resource person** : **Mr SHAFEEQ (SAP consultant).**
- Felicitation** :SHIBU JOHN (HOD, Department of Management)
: JASNA (HOD, Department of commerce)
: SREEJITH (HOD, Department of chemistry)
- Vote of Thanks** : ANSILA (1 BCOM)

Brochure



GRACE VALLEY

COLLEGE OF ARTS & SCIENCE

DEPARTMENT OF COMMERCE AND

MANAGEMENT STUDIES

IN ASSOCIATION WITH IQAC

HOW TO CRACK YOUR JOB INTERVIEW

TIPS & TRICKS



**SEMINAR WITH
PARTICIPATION CERTIFICATE**



5 FEBRUARY, 2024



10:00 AM



SHAFEEQ MC

SAP CONSULTANT

REPORT

The Job Interview Workshop Programme aimed to equip participants with the necessary skills and knowledge to excel in job interviews. The goal was to empower participants to confidently navigate interviews and effectively showcase their qualifications and experiences to potential employers. The department of Commerce Grace Valley College of Arts and Science Maravattam, conducted a programme that **how to crack your job interview** by making the day memorable. The events started with a welcome speech delivered by Miss Dilshana, (Final year Bcom) commerce club convenor, Mr Rishad TP head of the department of Commerce delivered the presidential address. The official inauguration of Commerce club was done by Dr. Ayyoob Keyi, Principal Grace Valley college, graced to the occasion and officially inaugurated the commerce club.

The session led by **Mr SHAFEEQ (SAP consultant)**, also shared his life experience with the students. Throughout the workshop, the emphasis was placed on building participants' confidence and self-assurance. Felicitation was extended to Mr Shibu John, HOD Department of Management, The vote of thanks was delivered by Miss Ansila (first year Bcom student).

The Job Interview Workshop Programme successfully equipped participants with the skills and knowledge needed to excel in job interviews. By focusing on preparation, communication, and confidence-building, participants gained valuable insights and strategies to showcase their qualifications and experiences to potential employers. The workshop served as a valuable resource for individuals seeking to enhance their interview skills and advance their career prospects. Participants reported feeling more confident and better equipped to tackle interviews effectively. They also valued the opportunity to practice their interview skills in a supportive and constructive environment.

Participants list

WORKSHOP FOR JOB INTERVIEW 05/02/24
Grace Valley College of Arts and Science, Maravattam

SL/NO	Name of Participants	class	signature
1	MOHAMMED RASHEL .P	B.com FN	
2	NABEEL SHAFIAD.P	"	
3	MOHAMMED SHAHAL.V	"	
4	MOHAMED SHAFHEEM.K	"	
5	MUHAMMED NIHAD .AP	"	
6	Mohammed Shubaid .OP	"	
7	Muhammed dilshad .CV	"	
8	MUHAMMED DANISH .K	"	
9	MUHAMMED THABSHEER .	"	
10	MOHAMED SABITH .K	"	
11	MUHAMMED NIJAS .V	"	
12	Fahmida .k	"	
13	Fathima Shaima	"	
14	Fathima Rinsha .k	"	
15	shatha fathima .e.k	"	
16	Baby Nasreen	"	
17	Anshid	B.COM CA	
18	Sufyan	B.com CA	
19	Mohammed Al Ameen .k	B.com CA	
20	Mohammad Ashmal	"	
21	Mohammed Adhil .I	"	
22	Mohammed Noobi .sv	"	
23	Adhil.V	"	
24	Yaseen .N	"	
25	Mohammed Fawaz.N	B.COM CA	
26	Muhammed Fegin	B.COM CA	
27	Mohammed Mahshooq.c	B.COM CA	
28	Mohammad Naseem	B.COM CA	
29	Irfan.k	B.COM CA	
30	Mohammed Safwan	B.COM CA	
31	Mohamed Sines .m.c	B.COM CA	
32	Muhammed Hashir	B.COM CA	
33	RISHANA HANNA T	B.COM CA	
34	Majidha Safna .k	B.COM CA	
35	Fahma selva	B.COM CA	
36	Fathima Rafeeda.	B.COM CA	
37	Fathima Hannath .M	B.COM CA	
38	Nasila Parvi .M	B.COM CA	
39	Aparna -V	B.COM CA	
40	Akeela Binth .T	B.COM CA	
41	Sharmila Sherin .k.k	B.COM CA	

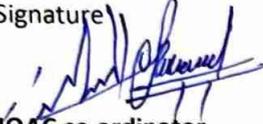
42	Mohammed Shahal.v	B.com Finance	Shah
43	Mohammed Roshan.p	B.com Finance	Roshan
44	Mohammed Shameel.k	B.com Finance	Shameel
45	Mohammed Shadil.p	B.com Finance	Shadil
46	Mufeed.p	B.com Finance	Mufeed
47	Mohammed Roshan	B.com Finance	Roshan
48	Fahad Abdurrahman boya	B.com CA	Fahad
49	Muhammed Fawas.k	B.com CA	Fawas
50	Muniraj Rasna.k	B.com CA	Muniraj
51	Muhammed Sinan.c	B.com CA	Sinan
52	Mohammed.p	B.com CA 1 st	Mohammed
53	Muhammed Saqad	B.com CA 1 st	Saqad
54	Kiran Raj.kip	B.com CA 1 st	Kiran
55	Safar mahmood PP	B.com CA 1 st	Safar
56	Abhijith.A	B.com CA 1 st	Abhijith
57	Arshad.kk	B.com 2 nd	Arshad
58	Muhammed Rabeeh.m	B.com 2 nd	Rabeeh
59	Nihal Bin Abdul Ghafoor	B.com 2 nd	Nihal
60	Mohammed Rameez.T	B.com 2 nd	Rameez
61	Sinan NK	B.com 2 nd	Sinan
62	Munawid. CP	B.com 2 nd	Munawid
63	Munshid.k	B.com 3 rd	Munshid
64	Mohammed Jimshad.k.k.	B.com 3 rd	Jimshad
65	Mohammed Ansal	B.com 3 rd	Ansal
66	Mohammed Aslah.v.k	B.com 3 rd	Aslah
67	Mohammed Sahal.k.k	B.com 3 rd	Sahal
68	Mohammed Hafsal.T	B.com 3 rd	Hafsal
69	Afsad.c	B.com 3 rd	Afsad
70	Mohamed Dhanish.v	B.com 3 rd	Dhanish
71	Muhamad Ameen.k	B.com 3 rd	Ameen
72	Prejul.k	B.com 3 rd	Prejul
73	Muhammed Ameen.v	B.com 3 rd	Ameen
74	Ameer	B.com 3 rd	Ameer

75	Harshak	B.com 3 rd year	Amir
76	Anas.K	B.com 3 rd year	Amir
77	Pranav.C	B.com 3 rd year	Pranav
78	Muhammed NAF.K	B.com 3 rd year	NAF
79	AAZAT Muhammed Sabith.KV	B.com 3 rd year	Sabith
80	Imaad MOHAMEDMOOSHID	B.com 3 rd year	Imaad
81	Shameem KP	B.com 3 rd year	Shameem
82	Mohammed Faris.T	B.com 3 rd year	Faris
83	Mohammed Rifan	B.com 3 rd year	Rifan
84	Shuhaib.KV	B.com 3 rd year	Shuhaib
85	Mohammed shibili.K	B.com 3 rd year	Shibili
86	Safwan.K.	B.com 3 rd year	Safwan
87	Muhammed Shaheer.U	B.com 3 rd year	Shaheer
88	Arun.U	B.com 3 rd year	Arun
89	Mohammed Salahudeen.E.K	B.com 3 rd year	Salahudeen
90	Mohammed Safwan KP	B.com 3 rd year	Safwan
91	Fathan Ali - K	B.com 3 rd year	Fathan
92	Muhammed Anshif CP	B.com 3 rd year	Anshif
93	Sulthan bin Ibrahim.K	B.com 3 rd year	Sulthan
94	Dilshad.A	B.com 3 rd year	Dilshad
95	Mikhtad.T	B.com 3 rd year	Mikhtad
96	Fuheem Mohammed.K	B.com 3 rd year	Fuheem
97	Muhammed Febin K.C	B.com 3 rd year	Febin
98	Muhammed NITAS.U	B.com Finance	NITAS
99	Muhammed Irfan - C	B.com CA 1 st year	Irfan
100	Muhammed Shanib.K	B.com Finance	Shanib
101	Muhammed Irfan.K	B.com (CA) 1 st year	Irfan
102	Muhammed Shahid.K	B.com (Finance)	Shahid
103	Muhammed HIJAS.A	B.com finance 1 st year	Hijas
104	Muhammed Ashraf.P.P	B.com CA 1 st year	Ashraf
105	Muhammed Saam.M.P	B.com CA 1 st year	Saam
106	Muhammed Shuhaid.AP	B.com (Finance)	Shuhaid
107	Muhammed Danish	B.com Finance	Danish
108	Muhammed Dilshad	B.com Finance	Dilshad
109	Muhammed Thabsheed	B.com Finance	Thabsheed
110	Muhammed Anas - T	B.com Finance	Anas
111	Muhammed MAHSHOOG.C	B.com CA 2 nd year	Mahshoog

112	Mohammed Mojibul U.M	B.com CA	
113	Muhammed Ashrafic	B.com CA	
114	Muhammed Mufeedur	B.com CA	
115	Aashad -1212	B.com CA	

Name *Rishad TD*

Signature


IQAC co ordinator

Name *Shafaeekh.*

Signature


chief guest

Name

Signature


Principal

Date : 05/02/24

Place: Maravattam