

Mission To Provide People With Opportunities to Build a Better Future

Welcome to the
World of
Steady
GROWTH



We helped 6000+ Professionals to live in their BA Career

COEPD

Resume Preparation Assistance



- **Guidelines to follow**

Congratulations

for successfully completing
the revision of BA Concepts
through 26 Online Exams
and three Capstone Projects
and one waterfall Project
and one agile scrum Project
And two BA Mock Interviews

What The Companies Expect from BA Aspirants??

DOR :-

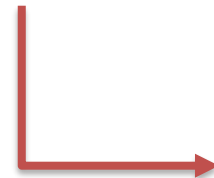
- ✓ Thorough BA Knowledge
- ✓ Justification of “Projects worked on”
- ✓ Previous Experience DOMAIN knowledge
- ✓ Good Communication Skills
- ✓ Right Attitude
- ✓ People Management Skills

Action Plan - Resume Preparation

Three Meetings will be there ...

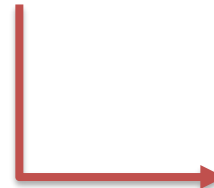
Meeting 1

AS-IS Resume Stage



Meeting 2 

TO-BE Resume Stage



Meeting 3 

Stable Resume Mold

Meeting- 1 AS-IS Resume Stage

- **Let's discuss about your previous Work and Experience**
- **Do SWOT on getting a BA Job**
- **Invest minimum 10 Hours' time for BA resume preparation**
- **Patience to build Resume and Present it**
- **In Case BA Resume is built already, please share... then Mentor will Understand and address**
- **Explain what projects you did in**
 1. Waterfall
 2. Agile Scrum
 - Maximum, we can keep these projects in the BA resume
- **Suggestion on**
 1. Sample resume templates
 2. Projects/ process PPT

SWOT on Getting a BA Job

Good BA Resume
Excellent BA Skills

Diluted Focus on BA
Unable to give TIME for
BA Learning n Practice

BA Job Market

Negative Thought Process
Am I Suitable??
I am not into technology ...

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Know Your Resume & Resume Preparation - 1

- ✓ **Aspirant is responsible for all content** which is kept in his/her resume.
- ✓ **Aspirant should prepare** for interviews based on his/her resume mapped on to the JD
- ✓ **Projects numbering should in reverse chronological order**
- ✓ **Project Dates should Sync in order**
- ✓ **Font is uniform across the resume**
- ✓ Aspirant should know (by heart) his/her resume.

Know Your Resume & Resume Preparation - 2

✓ Prepare on - Tell about Yourself

- Minimum 10 Minutes
- Drive the discussion on overview of profile, family, achievements and the current projects / Process contributions

Project view - In Resume

(to display in Resume)

- Name of the Project:
- Client :
- From : To:
- Company :
- Team Size:
- Technologies:
- Description of project:

Project Questions can be on...

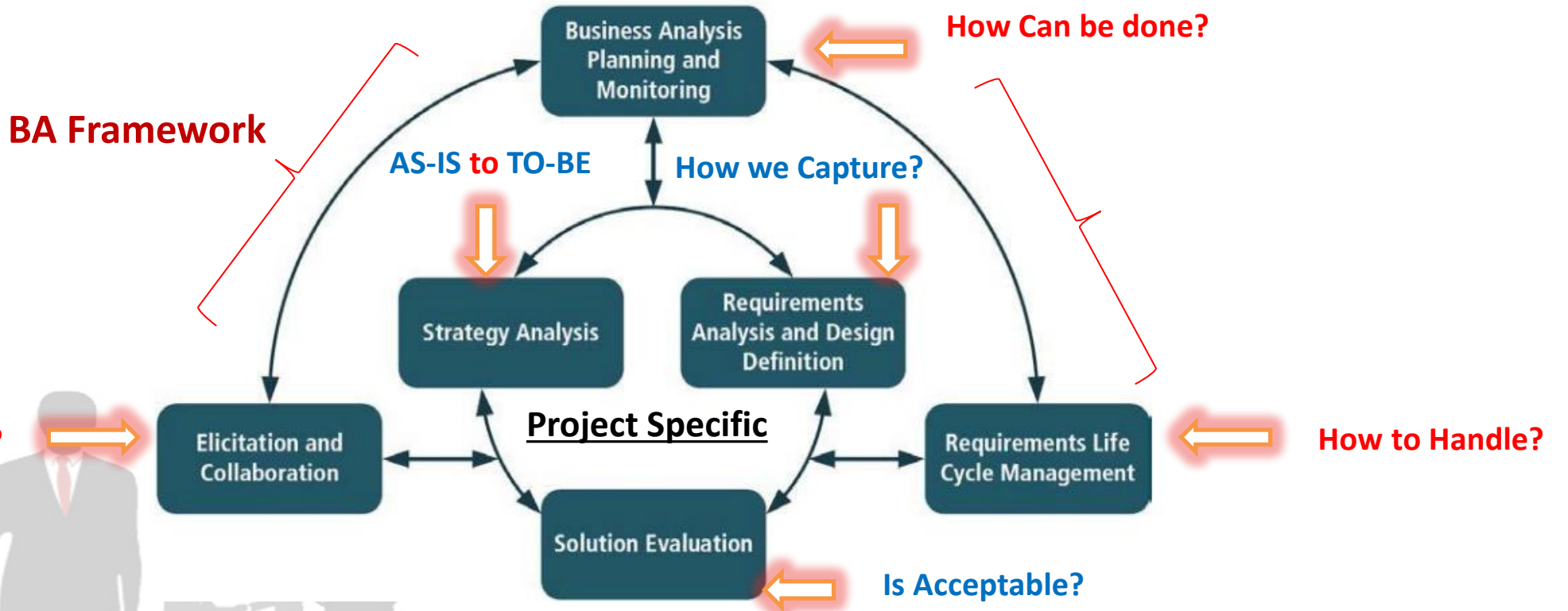
(to support the project in Resume)

- Project Manager Name:
- Location of Company
- Sponsor Name (Client):
- Location of Sponsor:
- SPOC:
- UAT Team:
- Development Team details like Names n Description

Justify your BA contribution

- List of Documents used
- Tools Used
- Diagrams drawn
- Meetings Conducted
- Challenges faced in project and how did you overcome
- UAT Experiences

Knowledge Areas...



Along with these Knowledge Areas...

1. Underlying Competencies
2. Techniques
3. Perspective

Meeting -2 TO-BE Resume Stage

- ✓ Understand the **TO-BE** resume prepared by Student
- ✓ Understand the PPT prepared on Projects/process which is shown in resume
- ✓ Discuss on Resume and Skillset expectations
- ✓ Set the expectation of the students on the Target Companies, Pay Pack and keywords
- ✓ Prepare the student on - How to finetune the resume based on the JD given

Expectations & Do's and Don'ts

- Aspirant is starting BA Career, so set the right expectations on BA job market
- Our BA Candidature (Resume) will be shortlisted, if we finetune the Resume as per the JD
- Our Interview result will depend on how well we justified our BA Knowledge & Project practical knowledge and how the Interviewer accepted our approach on the concepts
- Attend all interviews, if called for, irrespective of your choices
- Companies will prefer direct applications from the candidates and the Companies will communicate directly with the Candidates
- The Company will decide pay pack based on **relevant experience** not on overall experience
- Don't **quit from present job**, you can negotiate for more time to join next company

Meeting -3 Stable Resume Mold

- ✓ Submitted Resume
- ✓ Interview the student and understand how the student justifies the candidature
- ✓ Suggest changes if required
- ✓ Stabilize the resume
- ✓ Prepare the student on - How to finetune the resume based on the JD given

Success Tips

- ✓ **Maintain a Registry** of your interviews in coepd student portal
- ✓ **Be clear about your Notice Period** and Pay Pack Expectations
- ✓ **Daily allot 1 Hour time** for interview preparation - revise your Resume n BA Knowledge
- ✓ **Make yourself available** for the interviews - Schedule your interviews in your available time-slots
- ✓ **Think Positive** - Not all interviews will be successful
- ✓ **Don't blame others** - Take responsibility of yourself and your Goal
- ✓ **Keep attending interviews until you are successful**

Team HR-Talent Pool - supports on...

- Team HR-Talent Pool will organize all Job Search activities of the Aspirant through coepd student portal.
- Aspirant should input all data in the portal and communicate through portal
- Company interview FAQ Sharing for shortlisted Candidates
- Coordinating interviews if resume is shortlisted
- Interview Support - if any case study is given by the company
- Nominate the Aspirant for remedial work in case of continuous failures
- Coordinate on on-job support, if required

All the Best !!

