



Pakistan Institute of Public Finance Accountants

Get Noticed & Get Hired!

“Improving Resume Writing & Interviewing Skills”

The Faisalabad Branch Committee of PIPFA (Pakistan Institute of Public Finance Accountants) has organized a Workshop on **“Improving Resume Writing & Interviewing Skills”**, going to be held on Sunday, September 6, 2015, at Hotel One, Faisalabad.

In today's Competitive Job Market a good professional resume and those 30 minutes you spend in an interview can make or break your career. PIPFA FBC is pleased to offer training in the art of resume writing and interviewing skills so that in a limited period of time you are able to sell your unique strengths convincingly to an employer. The Workshop shall be conducted by a HR Specialist Ms. Hina Arshad, with the aim of sharing the fundamental and lesser known techniques and methods for performing well in resume writing and employment interviews. The purpose of this workshop is to enhance the employability of professional accountants and to build their competitive advantage in the job market.

TRAINER'S / SPEAKER'S PROFILE

Ms. Hina Arshad, workshop trainer / speaker, is M.Phil. in Business Administration and M.B.A in HR and currently working as HR Specialist in Coca-Cola Beverages Pakistan Limited. He has more than seven year's professional experience of working with current employer, KASB Securities, Masood Textile Mills Limited and J.K Group of Companies. She also served as visiting faculty member of Allama Iqbal Open University and other Colleges. She has already conducted workshops on the subject in different universities and colleges.

BENEFITS OF ATTENDING THE WORKSHOP

By the end of this concentrated workshop the participants will be able to;

1. Prepare a good, presentable and professional Resume and Cover Letter which will help them in personal branding and selling,
2. Conduct employer appraisals and undertake industry research to help them prepare resumes, covering letters and succeed in interviews,
3. Understand how the interviewer assesses the interviewee,
4. Understanding of frequently asked common questions,
5. Understanding of how to answer unexpected/ stressful interviews questions,
6. Understanding of proper appearance for interviews,
7. Understanding of common interview mistakes and their remedies,
8. Understanding of sample questions that the interviewer can ask,
9. Understand how to stand out in interviews etc.

PROGRAM SCHEDULE

Date	: Sunday, September 06, 2015	Registration Timing	: 2:00 p.m. To 2.30 p.m.
Trainer / Speaker	: Ms. Hina Arshad	First Session	: 2:30 p.m. To 5.00 p.m.
Session Chairman	: Mr. Ahmad Suleman Zahid,	Tea & Prayer Break	: 5:00 p.m. To 5.30 p.m.
CPD Hours	: 04 (Four)	Second Session	: 5:30 p.m. To 7.00 p.m.
Timing	: 2:00 p.m. To 7.00 p.m.		

Ahmad Suleman Zahid, FPFA

Member / Convener CPD
PIPFA Faisalabad Branch Committee

Ms. Sadia Yasmin, FPFA

Convener
PIPFA Faisalabad Branch Committee

For Registration:

Mr. Naeem Akhtar,
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Tel: 041-8500791, 8530110
Ajmal Center -1,
Batala Colony, Faisalabad

INVESTMENT

Members: Rs. 1,200/-
(ICMA/ICAP/PIPFA/ACCA)

Students: Rs.1,000/-
(ICMA/ICAP/PIPFA/ACCA)

Others: Rs. 1,500/-

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