

Report of OMS Department

(2017-18)



**Mehr Chand Mahajan DAV
College for Women**

Sector-36, Chandigarh

www.mcmdavcwchd.edu.in

Department of Office Management & Secretarial Practice

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Department of Office Management & Secretarial Practice organized a workshop on “How to face Job Interviews” in collaboration with our MOU Partners M/s. Jonuja Overseas Limited (A Jonjua Group Company). On this event of industry – academia interface Major Harjinder Singh Jonjua (Retd.) Managing Director of the firm, Adv. Harmanpreet Singh Jonjua, Director and Mr. Dharam Singh Saini, Co-ordinator graced the gathering.

Major Harjinder Singh Jonjua instructed the students regarding the preparation and overcoming loopholes of facing job interviews. He made the students aware not only on the concepts of knowledge, clarity and content, but also body language and sartorial sense.

Adv. Harmanpreet Singh Jonjua conducted Mock Interview Session for the students. He gave tips to the students on facing the challenges and tricky questions of interviews with confidence.

Mr. Dharam Singh Saini, Co-ordinator gave away the Participation Certificates to all the students and mentioned that for any interview, candidate’s body language plays a vital role.