Q.P. Code : 62207

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First Semester M.B.A. (Day) Degree Examination,
February/March 2020

(CBCS Scheme)

Management

Paper 1.7 — EMPLOYABILITY SKILLS DEVELOPMENT – I

Time : 3 Hours] *[Max. Marks : 70*

SECTION – A

Answer any **FIVE** questions. Each question carries **5** marks : **(5 × 5 = 25)**

1. Explain how knowing oneself contribute to the job performance.

2. Explain the essential employability skills required by an employee.

3. You have an interview for the position of public relation officer of an MNC. Do a SWOC analysis of yourself. What makes you suitable for this job?

4. Briefly explain the various modes of networking through social media.

5. Prepare an Agenda and notice for the proposed meeting to be held on 26.3.2020 to review the feedback of the new advertisement of your company which was aired last month.

6. Explain different types of interpersonal relationship in an ideal corporate culture.

7. Explain the different time management techniques and its suitability.

SECTION – B

Answer any **THREE** questions. Each question carries **10** marks : **(3 × 10 = 30)**

8. You are the technical head of ABC Company Ltd. you were working on a project from last two years. The project is a huge success and is generating revenue for the company. The company is organising a celebration. Draft an e-mail to your colleagues to attend the celebration.

9. Explain transaction analysis and analyse different kinds of ego states.

10. Briefly explain the essential elements to be considered when preparing to leave a job.

11. Being a Manager of an IT company. Explain the strategies to overcome the stress.

SECTION – C

12. Case Study (**Compulsory**) : **(15)**

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This is the resume of Anushka Bedi

Anushka Bedi

Anton Road

Pune

Home Tel	:	Private
E-mail	:	anush@xxyy.com
Date of Birth	:	24th January 1988
Nationality	:	Indian
Marital Status	:	Single

Personal Profile:

I can be a hard worker when I need to be and I like having jokes with people. I prefer to work on my own as I find working in teams can be stressful and I don't like stress. I haven't worked for the last 7 years as I do not like to travel too far from home and all the good jobs were over 30 minutes away from my house.

Skills:

* High level of customer service
* Good communication skills, both written and spoken
* Reliable and responsible

Employment History:

Dave's Eatery

Beverage Assistant

Oct. 2002 - Mar. 2003

Duties included:

* Serving drinks and keeping the bar clean

Cathy's Cafe

Supervisor - Service

Sep. 2002 - May 2002

Duties included:

* serving customers
* taking orders and cashier

Reason for leaving: Did not get on with new owner
Not working
Went travelling
Aug. 2002 - Sep. 2002
Luigi's Restaurant
Waitress
May 2002 - July 2002
Au Pair
Sep. 2001 - Jan. 2002

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Duties Included:

* Caring for two young kids of wealthy couple on a daily basis (9 am - 7 pm)

Education:

Institute of Vocational Training Pune
India

Exam results :

* English (Ungraded)
* Maths (F)
* Art (D)
* Italian (C)

Interest/Hobbies:

My five hobbies are listening to pop music and going out shopping and drinking with my friends and family. I spend a lot of my time with my boy PARESH watching TV soaps, using Facebook online and playing computer games.

References:

Prashant Nohante
40 Anton Road
Pune

Questions :

1. Read Anushka Bedi's resume and as an employer decide whether you would like to hire her for the job of Fast Food Cafe Manager. Explain the perception you have formed about her on the basis of the resume and justify your hiring decision.
2. Redesign and format the resume and fill in heads that are required and leave it blank if the information is missing.
