

H.K.C.P. ALUMNI BULLETIN

Issue – II, June- 2011

From the Editors Desk:

Dear Alumni,

I am pleased to present a second issue of Alumni Bulletin 2011. We are glad to inform you that our institute is approved by PCI and students now can register themselves as pharmacist in Maharashtra Pharmacy Council. Batch 2010 must have settled in their new jobs or new institutions those who are pursuing higher education and Batch 2011 has just finished the exams and waiting for the results.

As the main purpose of alumni bulletin is to bring all the members of HKCP alumni association on a common platform we are releasing a list of alumni association members.

The motto of our principal Dr. Anubha Khale to develop the pharma professionals from our institution has inspired us and our team member Mr. Ajit Wankhede has come out with the innovative idea of 'Success Secret Series'. In this series the present issue carries an article on resume writing and effective interview skills.

As India is becoming superpower by 2020 in pharma sector, there is a need to focus on use of medicines. Pharmacists have a responsibility to provide pharmaceutical care to enhance healthcare outcomes of patients. A recent example is of death of a patient of high blood pressure taking the anticancer drug-Methotrexate in place of Met-XL highlights about the negligence in prescription reading by a retail pharmacist. Patients with poor reading ability have difficulties understanding about their healthcare and may not recognize when a medication error occurs. Moreover, the Patients with low literacy may not fully comprehend the information they receive from healthcare providers, which could contribute to noncompliance, medication errors and poor health outcomes. The steps should be taken along with the medical fraternity to be more responsible towards the ethical profession of pharmacy. We as a pharmacist should contribute more to community pharmacy and see that such mishaps should not happen to mankind anymore.

Readers are requested to send in their feedback which will help us to formulate our plans for coming issues.

Sushruta Mulay.

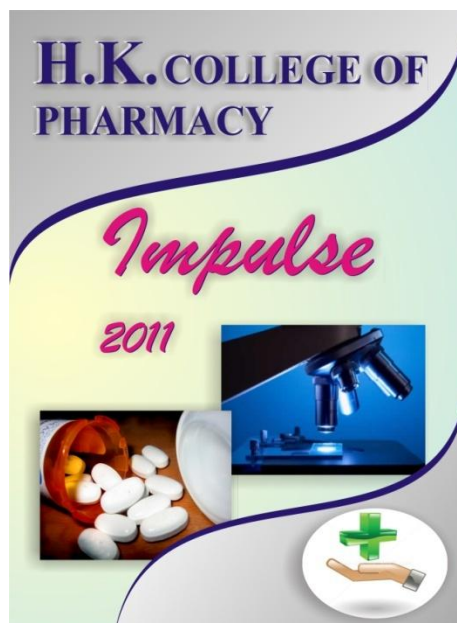
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Campus News:

- ❖ **Seminar** on Campus to Corporate was organised on 5th March 2011 at HK Campus. The following learning objectives were discussed—
 - Techniques of scientific writing and review skills. By Rajashri Ojha -Director raaj Global Pharma regulatory affairs consultants.
 - Impression by Expression by Neelakshi Radhakrishnan – Chief Executive officer, Empower finishing school.

- ❖ **Annual day** of HKCP was celebrated on 18th March 2011 at HKCP campus. The guest of honor was Mrs. Neelam Mhatre- a young entrepreneur who heads the ventures- Thermolab stability study equipments and Korten Pharmaceuticals P. Ltd.

- ❖ **The first issue** of the college magazine – **Impulse 2011** was released on this occasion.



A cover page

Publications:

The following articles have been published from the research guidance cell of Institute, which are available in respective journals as well as online also:

- **Mr. Ajit Wankhede-** Perspectives of Telemedicine in Meadow of Healthcare System in APTI bulletin vol 12 Nov-Dec 2010.
- **Mrs. Archana Bele-** An overview of thin layer chromatography in International Journal of pharmaceutical Science and research. February 2011 issue.
The review article highlights the basic ideas and significance of Thin Layer Chromatographic technique in different analytical methods.
- **Dr. Anubha Khale-** Optimisation of Salbutamol suspension as Metered Dose Inhaler (MDI) and comparison with a marketed MDI suspension in International Journal of pharmaceutical Science and research. February 2011 issue.
The research article is based on formulation study of salbutamol suspension with respect to propellant proportion, a surfactant and in vitro evaluation to study -net respirable fraction.
- **Dr. Anubha Khale-** Lipid characterisation study in preparation of liposomes of salbutamol sulphate in Journal of Pharmacy Research. April 2011 issue.
The research article is based on selection of lipids in formulation of novel drug carriers- liposomes.
- **Mrs. Parimal Kotkar-** Resins from Herbal origin and a focus on their applications in International Journal of pharmaceutical Science and research. May 2011.
The review article tells about properties and wide use of herbal resins in pharmaceutical dosage forms.

Success Secrets Series:

Resume Writing and Effective Interview Skills

Dear friends, First step to the corporate world always carry curiosity, enthusiasm and commitment to fulfill your dreams, at the same time we may execute few mistakes in choosing career path or become deficient in showing our qualities in proper way which makes us to face the difficulties to reach our goals in considerable time. Here we together will discuss the points which will help us to merge the gap of institutional student life and employed professional being.

In this bulletin, I would like to emphasize the topic of “Resume Writing and Effective Interview Skills”.

Before you start working on your resume try answering following questions:

What is resume? What is its job? Whether resume differs from curriculum-vitae and bio-data?

Many times words resume, C.V. and bio-data are used interchangeably; however, there are convoluted differences between all three.

Resume Is a French word whose meaning signifies a summary of one's employment, education, and other skills, used in applying for a new position. It does not list out all the education and qualifications, but only highlight specific skills customized to target the job profile. While the artist resumes provides information about exhibitions, awards, grants, residencies, education and perhaps a brief artist's statement which may also be preferred by a fresher. A resume is usually broken into division and written in the third person to appear objective and formal. Whereas curriculum vitae (C.V.) is a Latin word meaning ‘course of life’, C.V. is therefore a regular or particular course of study pertaining to education and life. A C.V. is more detailed than a resume, which generally lists out every skill, jobs, degrees, and professional affiliations the applicant has acquired, usually in chronological order. A C.V. displays general talent rather than specific skills for any specific positions. Bio Data the short form for Biographical Data is the old-fashioned terminology for Resume or C.V. The emphasis in a bio data is on personal particulars like date of birth, religion, sex, race, nationality, residence, marital status, and the like. Next comes a chronological listing of education and experience.

A resume is ideally suited when applying for middle and senior level positions, where experience and specific skills rather than education is important. A C.V., on the other hand is the preferred option for fresh graduates, people looking for a career change, and those applying for academic positions. The term bio-data is mostly used in India while applying to government jobs, or when applying for research grants.

A resume is a tool to capture a prospective employer's interest and to get your foot in the door. Thus information you display in your resume must be clear, concise and logical. People in charge of selection do not spend more than 10 seconds scanning your resume to see if they will read it or not, and about in 30 seconds reading they take a decision on inviting you or not to an interview. Never ignore that for each position they may receive hundreds of applications.

So the first step of application is to get a better understanding of what the employers are looking for. The second step is to give it to them in a clear, easy to follow format. If you can do this, you will be one step closer to getting in the door. Remember one more thing that resumes are fluid documents which need to change for each new application.

General Resume Formats/Styles

There is no one correct format. However, there are general guidelines about what to include on a resume. A resume should look good, be concise and easy to read. In general, avoid using too much color on a resume.

Heading:

The heading includes name and contact information. Your name should be in a larger font than the rest of the resume. The name should be complete. Do not write the initials only. Contact information should include present residential address, e-mail address and telephone number(s) along with STD codes.

Objectives/Summary:

This section is optional. Yet it's preferred to include an objective or summary statement, while make sure that statement is clear and customized to the job for which you are applying. Generalized objectives should be avoided.

Photograph:

Sometimes it is considered being an inappropriate practice to post your photograph on resume, because it allows an employer to make judgments about the age, gender, and race of the applicant or simply to make judgment about the "look" of an applicant which may undermines the idea of selecting on merit. If look is demand of job and if you are young and reasonably attractive, it is advantageous to use the photo.

Educational qualifications:

List all your post-secondary education in reverse chronological order. You can use a table format to make self-explanatory. Mention the names of institutes, universities studied, grade or marks obtained and year of passing. Separately provide list of computer qualifications or such courses. Also mention what you are perusing if those are applicable for respective job.

Experience:

There are different ways you can present your experiences. If you are writing a general resume, group your experiences so that the most relevant experiences are listed first. List your current and past experiences in reverse chronological order. Unless the dates are relevant, list them on the right side of the page rather than down the left side. If there is a gap in your career state relevant reason in short if it is worthy then only.

Other Sections (Never lie, and ask you, Am I this?)

Skills/ qualities: Always remember common being can't have all good qualities.

Activities:

Awards:

Articles and reviews:

Volunteer/ Community Service:

If you are applying for an entry level position, focus more on your grades and extracurricular activities mentioned in other sections rather than on work experience which is not related to the desired position.

Be sure to double and triple check your grammar, spelling, formatting, etc. A mistake in this area says a lot about you as a candidate! Never forget that you are doing this to enter in race, and great boost-up provides the higher winning chances. So make your resume so ideal that after going through your resume, employer should feel 'wow, this person has exactly what I am looking for'.

To put forward this precise proper thing in front of employer is also important. Prefer to mail the document as an attachment along with application written in mail. While writing mail never use short forms of words (sometimes official abbreviation may do). If sending the hard copy of resume don't forget to provide the covering letter to it. If you are sending it by post do not forget to write the post applied for on the envelope.

The next most important step comes is interview; it's the door for your dream sector. It's really huge area to discuss what to do and don't which may again differ from the sector to sector of working. Yet very generalized idea we can focus on some basic interview winning tricks we can helpful to candidate to develop a different image in mind of interviewer.

Generally an interview is an exchange of information. It allows the employer to evaluate your personality, communication skills, attitudes, values, motivation, interests, and technical skills. This article is attempted to provide information of effective preparation, success on the interview day and effective follow-up.

Steps to Effective Preparation for an Interview:

The subject knowledge is always given a priority by an interview committee. Be well prepared for the technical questions asked by the interviewer to judge your knowledge and working ability. For the post as production executive in a pharmaceutical company one must know about different dosage forms, recent trends in formulation technology-equipments and machineries, different excipients used, processing parameters, and quality control tests. For the post as quality control chemist fair knowledge of principles of chemical reactions and instrumentation is essential. If the interview is for the post of marketing field then one should know about the marketing strategies of different pharmaceutical companies and changing trends in marketing. Along with this one should be aware of the current economic status of country, social trends and community pharmacy and his role. Half of the battle is won when you succeed in this part of interview for which one should prepare well and know more about his own interest about job, for this one can use following points to make it trouble-free.

Collect Information

Collect information about the group and their particular sector where you can get enrolled by using different sources like internet, their alumni or the person who calls you to set

interview. The reason is that you should know enough about the facility to justify why you are looking for employment with them and to come up with insightful questions about the facility.

Self examination

Examine your job-related skills, accomplishments, and goals. Specifically look for ways in which you stand out from your classmates. Think about your strengths and how they might relate to the fulfillment of your career path.

Develop answers to expected interview questions

Be responsive and be prepared to give honest answers for all questions. Whenever possible, support your answers with specific examples from your own experience. Also while answering keep in mind the ways in which you stand out from other candidates as you reflect on answers to these questions.

Here are few questions which are used by interviewer to define you:

Tell me about yourself/ How would you describe yourself? How did you become interested in this career or this specialty? What are your strengths/ Weaknesses? What class did you like best/ least and why? I noticed that your grades dropped during the second semester of your junior year. Can you explain this? Did you work while attending college? Why or why not? Did you work in your chosen discipline while attending school? Why or why not? What activities were you involved in during school? What leadership skills do you possess, can you describe it? Why should I hire you? In what ways can you contribute to this facility? What is your greatest accomplishment and why? Did you like your faculty? Tell me about a time when you disagreed with a faculty member or supervisor. What was the situation and how was it resolved?

This also cannot be a complete list. Below are a few issues are mentioned which are considered as illegal by many local laws like age, marital status, number of children or family planning, religious denomination etc. which you have to tackle very diplomatically by proving the fact that these factors will not affect your work.

Practice your answers

You have heard it before that, practice make perfect, and it really does. One possible way to practice is through a "mock interview". This will assess your personality and attitude, career goals, confidence level, communication skills (both verbal and nonverbal), accomplishments (academic as well as personal), and knowledge of an understanding of the organization and the career field.

Prepare a list of questions to ask the interviewer

You can also indicate your interest in the position by asking thoughtful, pertinent questions. Make sure that the questions that you ask are not questions that could have been answered through your research efforts. If you do not ask questions, sometimes it may be interpreted as a lack of enthusiasm for the position and the facility.

Success on the Interview Day

Make a good first impression

Initial impressions are seldom changed during the course of an interview. Therefore, be certain that everything that occurs in those first five minutes conveys the fact that you are a professional.

This includes arriving at least 15 minutes before the scheduled interview time.

Professional dressing is better choice for interview. Women should wear comfortable, presentable shoes, stockings and should be conservative regarding make-up, hair, nails, jewelry or perfume. Men should wear dark dress, socks and shoes that are shined and in good condition, and should be clean-shaven and conservative regarding cologne or visible jewelry.

Start with a firm handshake (if less than 3 members interviewing), a natural smile and good eye contact.

Bring relevant information

Bring several copies of your resume (to give to others with whom you may interview). Additionally, bring a separate, typed list of around three references which must be professionally related to you. Bring along any supporting materials you might have which may include letters of recommendation, certifications, transcripts or published papers or projects.

Be honest

Do not overstate your qualifications, academic performance, background, length of employment etc. The most important things are to be yourself, be confident in your educational preparation and experience and have your career goals clearly defined.

Be personable and polite to everyone

Every person you meet during the course of the day is a potential evaluator. This includes the parking attendant, door person, administrative assistant, waiter/waitress at lunch, etc.

Be aware of both your verbal and nonverbal communication

Make an effort to talk more consciously and verbosely than usual. Don't use the words "think," "guess" or "feel" which sound indecisive. Avoid phrases like "pretty good" or "fairly well". Avoid constant use of filler words like "you know", "right", "like", etc. Use positive words to describe your skills. Maintain reasonable eye contact and be aware of negative body language such as crossing your arms.

Listen attentively

Listen effectively, paraphrase to clarify and confirm the interviewer's question and answer what is asked. Wait for the interviewer to finish speaking before formulating and delivering your answer. Think first if question is not clear ask him to elaborate question but make sure to satisfy him by proper answer. If unable to answer any question be ready with smiling face and remember no one knows everything, at same time your nervousness may show your emotional weakness so be patient during interview and with same tempo proceed for next question.

Be prepared to discuss salary

Be prepared to discuss the topic of salary intelligently. Research the field and find out what the average salary is for your chosen major. Understand that salary may vary according to geographic region, size of facility, experience, and education. Do not pinpoint a salary. If you are asked what you are expecting to earn, give a salary range rather than quoting a specific figure. Remember; do not discuss salary if the employer does not raise the topic.

Effective follow-up

An effective follow up shows your interest in seeking the job.

Review the day

Immediately following the interview, review the questions you had trouble in answering. Reflect on ways in which you could answer them more effectively if they are ever asked again.

Send a thank-you letter

Send a typed thank-you letter to the interviewer (s) within 24 hours after the interview. While it may not affect the probability of receiving a job offer, it's a common courtesy and it may give you an advantage over other candidates. Thank you letters should never be hand-written.

Follow-up call

If you do not receive a response from the facility in a week or so or shortly after your thank-you letters have been sent, it is appropriate to call to inquire about the status of your application.

Whether it is your first job or fifth job in your carrier, you want to find the "right" environment that matches your needs, values, skills, interests and goals. After making this entire circus also don't be afraid to turn down a job offer, if after careful consideration, you feel it is not the right step for your career goals. If this is necessary, do so in writing and courteously because you never know what professional or personal ties this organization may have with others in your field.

Finally always remember that we are doing all this is for selling your skills and abilities, so 'Sell only those things which somebody want to buy'.

May the great luck always follow your efforts..!

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The List of Alumni Association Members

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