

A background image of a business meeting in a bright, modern office with large windows overlooking a city. A woman in a light blue shirt and dark pants is standing and shaking hands with a man in a dark suit and tie who is seated at a white table. Another man and a woman are also seated at the table, looking on. The scene is overlaid with a semi-transparent teal shape that contains the text "Grab that Job".

Grab that Job



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Interview Skills

Resume

Your personal selling brochure



Customize Your Curriculum Vitae

Read the **Job Description** Carefully

Update the CV – tailor it according to the Job Description

Add relevant **key words** from the job description in your CV



What should you include in your CV?

Career Objective

Make it yours!

Try:

Profile Summary

Profile Snapshot

Resume headline

About me

Academic and Professional Qualifications

Consider one common section

Number of Attempts is not relevant

Work Experience



Include Gig
Worker
experience

Include
Internships / Industrial or
Management Training

Highlight work done and
achievements rather than client
names

Consider Functional classification of
experience

Work Experience

Statutory Audit

- Assisted in audit planning, identifying scope of audit, key risks, extent of audit procedures.
- Assessed and tested internal controls to identify areas of potential weakness to prevent material misstatement and fraud
- Conducted vouching and verification of accounts while following auditing standards
- Confirmed compliance with various statutes (Income Tax, GST, Ind AS, Companies Act)
- Performed substantive analytical procedures and test of details based on audit plan for items such as Cash and Bank balances, Inventory, Revenue, Fixed Assets in line auditing standards
- Lead the audit planning exercise and preparing reports for partner review

Accounting and Regulatory Compliance

- Completed finalization of accounts for non-audit clients under Indian GAAP
- Analysed financial statements in line with industry trends; conducted ratio analysis and discussed variances.
- Ensured timely corporate statutory compliances
- Supported accounting process and preparation of annual reports, resolutions and minutes of meetings of corporate entities

Indirect Tax

- Ensured end to end compliance with GST regulations including filing relevant GST forms and returns

Client Relationships and Team Management

- Resolved technical, professional and client service concerns through active reporting and dialogue within the team and with clients

Field of Interest

Hobbies are cliché

Highlight the area in which
you find interests.

Languages Known



Include only if relevant

Add LinkedIn Profile

Highlight the professional summary section to your profile

Do **NOT** upload your CV

Demographics

Give present and permanent contact details.

Address (with Pin)

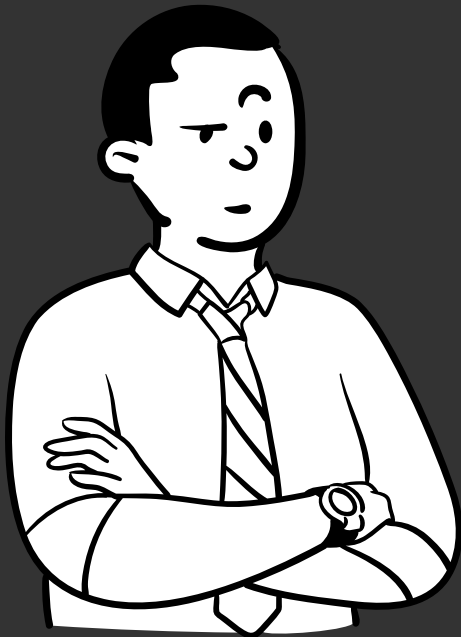
Email

Phone

Date of Birth

Father's Name

Should you add a Photograph?



Infographic CV

Graphic visual representations of information, data or knowledge.



Microsoft Word
Document



Let's Recap

Career Objective: Don't copy from Google. Think "About Me"

Education Credentials: Keep one section "Academic & Professional", include marks/CGPA

Work Experience / Internships: A way to show you are a productive resource; focus on achievements and contribution

Fields of Interest: Not Hobbies; Don't take this casually.

Demographics: Give postal address; Email and Phone; include Date of Birth

Others: Include Your professional Photo; LinkedIn link

Cover Letter

A strong cover letter can make your application stand out..

Ask yourself – Why should they hire you?

Proofread – Always

Don't outsource making your CV - ever

Virtual Interviews



Tips

Be Technologically prepared

- Ensure good internet connectivity

- Join ahead of time

- Remember, employers want people who are Tech Savvy

Check your frame

- Optimal lighting

- Your background (distractions – static or moving)

- blank wall or a window is good, tidy up things, keep noise out*

You Still can't cheat

- Don't click around; search for answers

- Practice but don't memorise [you'd sound like a robot; but not Siri]

Tips

Posture and attire

You can't shake hands, but you can demonstrate enthusiasm through good posture

Sit up straight, smile, keep camera at eye level

Be professionally dressed; like you would at an in-person interview

Follow up!

Think what is the lasting memory you are leaving about you with interviewer

Interesting fact about yourself | Question | Small talk | Your own story | Common interest

Group Discussion

The elimination methodology



Tips

Be aware of the topic – read as much as you can

Start

Listen

Ask

Respond

Summarise / Conclude

Do you have it in you?

Are you a **team player**?

Do you have **reasoning ability**?

Do you have **leadership skills**?

Are you **flexible** and open to others' ideas?

Are you **assertive**?

Can you **think out of the box**?

A photograph of a woman with long dark hair, wearing a dark blazer over a light-colored top, smiling warmly at a man whose back is to the camera. The man is wearing a light-colored shirt. They appear to be in a professional setting, possibly an office or a meeting room, with a blurred background.

Personal Interviews

It's in your hands

What if you don't get this job?

There is a job made you in heaven.
You WILL get one.

You may NOT get THIS ONE

Why Should They Hire You?



Key things to remember

Cliché

Hard / Smart
work

Committed

Task
completion

Why Should They Hire You?

Tech savvy
(constant
learning)

Stability

Future
Skills

Great
results

Strong
work
ethics

This is what they're looking for in candidates

Tell me something about yourself!

Has the interviewer read your CV?

Should you speak about things your CV or outside the CV?

Should you start with your name?

How long should you speak?

Tell me something about yourself!

Growing up in Kolkata, I have seen my father add value to his employer's business. I learnt from him that I must demonstrate **commitment** and **work ethics** towards my company.

St Xavier's College, taught me the importance of **discipline** apart from academics during my graduation. I learnt during my articleship with A & Co. that we must constantly learn **new technology** and **deliver exceptional results** to grow in career. I also developed an understanding of businesses.

I am glad that I was able to identify material account variances leading to NPAs in Banks. In some of our consulting engagements, I contributed in adding client value through financial analytics.

I love to network with people and hear about their experiences. That helps me understand different perspectives. I also like to explore different places and culture.

I want to continue to hone my skills further and am eager to take on more challenges with <Your Co.>

BBC one

87% of the hiring decision is taken in the first 5 minutes

First impression matters

Observe this clip and identify what are the Do's and Don'ts for an interview



Dress appropriately

Women

- **Indian wear** Light coloured saree / salwar suit / kurti (no flashy colours)
- **Western Wear** - Shirt / Top with trousers / knee length skirt
- **Jewellery**
- **Accessories like bag** should not be on the lap, put them down or leave at reception
- **Shoes** - Soft sole shoes that don't talk (no pencil heels please)
- **Make-up** - Lip-shades / Kajal / Nail-paint
- **Phone** in the bag on silent mode



Dress Code for Women

A full-body photograph of a woman with long dark hair, smiling, wearing a black business suit. Arrows point from various text labels to specific parts of her outfit: from "Blouse:" to her jacket, from "Suits:" to her skirt, from "Hosiery/Socks:" to her legs, from "Makeup:" to her face, from "Nails:" to her hands, and from "Shoes:" to her feet.

Blouse:

- Solid color or white

Suits:

- Keep the skirt within 3 inches of the knee

Hosiery/Socks:

- Dark trouser socks required with skirts
- No "runs"

Makeup:

- Conservative and natural-looking: Less is more

Nails:

- Neutral polish or none at all
- Remove cracked or peeling polish

Shoes:

- 1-2 inch heels or nice flats
- Match the color with the outfit

Dress appropriately

Men



- Light coloured shirt
- Sober Tie
- Well fitted business suit
- Leather belt
- Polished shoes (black or brown) – prefer soft sole



Always check the company dress code before going for the interview, in case you cant find out, stick to the basics

BUSINESS FORMAL DRESS CODE

Neat hairstyle and
minimum accessories

Formal pant suit or
skirt suit with crisp
pastel shirt

Moderate heeled &
covered-toe shoes



Neatly done hair
& beard

Plain colored tie

Dark colored blazer
and fitted trousers

Black socks & formal
polished shoes



SEMI-FORMAL DRESS CODE



BUSINESS CASUAL DRESS CODE



Dress Code for Men

Dress Shirts:

- Solid colors, preferably white
- Long-sleeved, tucked in, & buttoned all the way up
- Wear an undershirt

Tie:

- Conservative pattern
- Hang to the belt line

Belt:

- Leather: Match the color with shoes
- Small buckle

Socks and Dress Shoes:

- Dark colors that match the attire (No white socks)
- Over the calf, so no skin is ever visible
- Shine shoes (No scuff marks)



Dress Appropriately – did we also talk about....

The gum in your mouth

Dolce & Gabbana Light Blue / Calvin Klein Eternity / Dior / Cool waters / Lovely by Sarah Jessica Parker / Vera Wang Princess / Mont Blanc Legend

Spiky Hair / Side Part / Fade and taper / Low fade / bun

Shoulder dusters and dangles

A visible tattoo

Interview - Remember

Reach in time



Keep standing till you're asked to sit



Maintain eye contact

Don't leave your smile back home



Words that you should be familiar with

Risk management

Cyber Threats / Security

Data Privacy

Artificial intelligence

Data Analytics

Technology

Client Service

Value Addition

ESG
(Environment, Social,
Governance)

Climate Change

Automation / process
Orientation

Sustainability

Interview - Remember

Never lie

If you don't know the answer, say that you “Don't Know”.

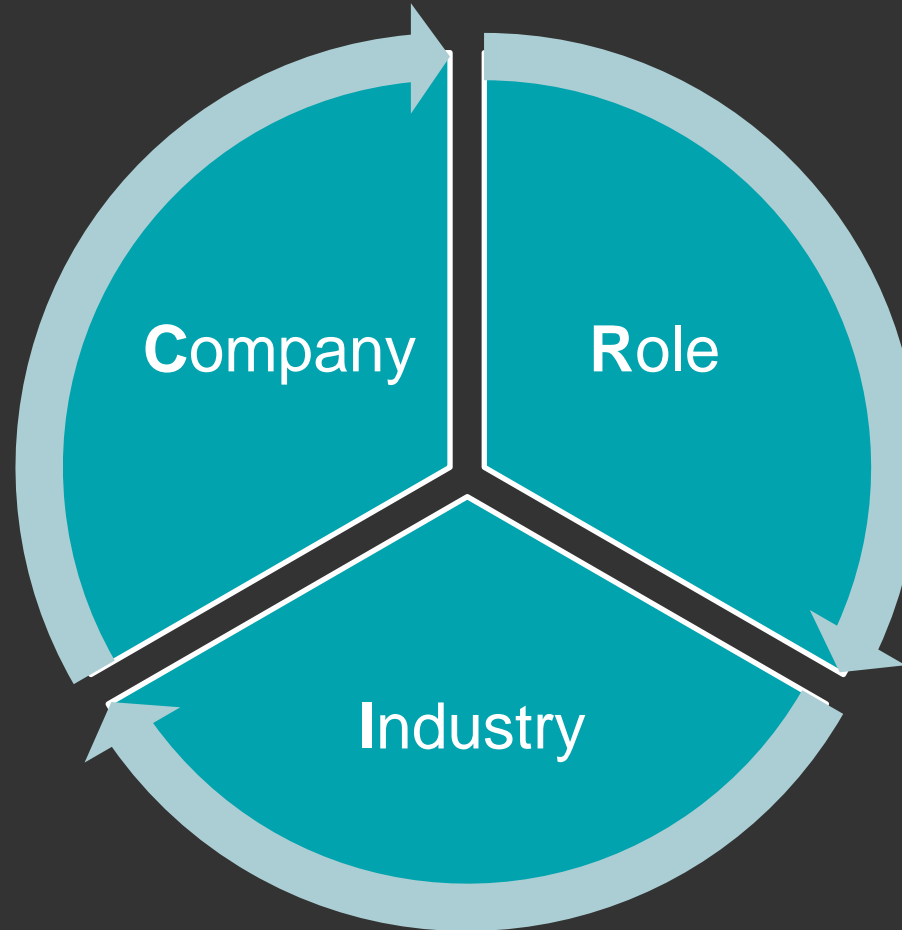
Don't be too animated or emotional

Never speak ill about your previous boss

Know the CRI

- Revenues / Profits
- Key Leadership Personnel
- Key products / Services
- Recent News
- Strengths / Competitive advantage

Sources:
Company Website
Annual Reports
News Sources
Company LinkedIn page



- Detailed Job Description
- Your key performance areas
- Team Strength / would you be working independently
- Growth path

Sources:
Industry reports
Company AR
LinkedIn Connections

Especially as a CA

- Understand the Revenue Model
 - Assess how Ind AS would be applicable to account for Revenues (Ind AS 115).
- If the company has been involved in M&A recently
 - Assess how Ind AS 103 (Business Combinations would apply), assess applicability of SEBI Regulations, Corporate Laws, Valuation, Competition Laws etc.
- For Taxation Roles
 - Assess various scenarios around Direct and Indirect Taxes (refer to cases)
 - Don't advise on Tax Evasion
- For Audit Roles
 - Relate your audit curriculum with articleship experience, get the big picture and navigate through audit of an Individual FSLI.
- For Finance Roles
 - Resist the urge to mention your interest in Capital Markets.
 - Understand fundamentals
 - Focus on understanding the “business”

Questions that you may ask



Company plans in the next 5 years

Team strength and their roles

Key challenges of the role – in the first 6 months

What is a typical day like at <Co.>

Go grab that job

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omnifin.in/resources (download Sample CVs and resources)

Bonus:

How to handle a Case Study

- ▶ What is the Problem? Identify and isolate.
- ▶ Situation Analysis – What is the current situation
- ▶ Which facts are given / available
 - ▶ Identify them
 - ▶ Evaluate them
 - ▶ Make a qualitative and quantitative analysis of the facts
- ▶ What are the alternative courses of action available?
- ▶ Identify them

Bonus:

How to handle a Case Study

- ▶ Select the best course of action
- ▶ Why is it the best?
 - ▶ Give reasons
- ▶ Review your conclusions
- ▶ Offer solutions / suggestions for improvements/ recommendations

Remember –There may not be a UNIQUE solution to a case !!!!

You're consulting with a large pharmacy with stores in multiple states. This company has improved sales but experienced a decrease in revenue. The company's contribution has been declining and has reported negative contribution in the latest quarter.

As a result, it is contemplating store closings.

Explain how you'd advise this client?