

INTERNSHIP READINESS & PROFESSIONAL SKILLS BOOTCAMP



3:00–5:00 PM

FALL 2025



ROOM 606

SL.	SESSION TITLE	DATE	INSTRUCTOR
1.	From Campus to Corporate Life: Developing Professional Mindset & Creating Best First Impression	Friday, 7 th November 2025	Muhammad J Munir
2.	Workplace Communication, Manners & Ethics	Friday, 14 th November 2025	Muhammad J Munir
3.	Professional Report Writing & MS Word Essentials	Friday, 21 st November 2025	S. M. Rifat Hassan
4.	Data Analysis, Excel & Financial Literacy	Friday, 28 th November 2025	Abdullah Al Nafis S. M. Rifat Hassan
5.	Presentation Skills, PowerPoint & Public Speaking	Friday, 5 th December 2025	Muhammad J Munir
6.	Mock Viva & Job Interview Simulation (Final Evaluation)	Friday, 12 th December 2025	Intern Supervisors

Organized By: Department of Business Administration
For the Intern Students of Fall 2025