



CAREER
DEVELOPMENT
CENTRE
CECOS UNIVERSITY

Your Career Development Starts Here.



CECOS
UNIVERSITY



CAREER
DEVELOPMENT
CENTRE

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Meeting hours: Monday - Friday: 10:00 AM - 04:00 PM

We foster talent and connect with opportunities

CECOS University of IT & Emerging Sciences

For the past 37 years, CECOS Educational Institutions have been a proud and continuous source of guidance and support to more than thirty-nine thousand students. CECOS graduates have gone on to develop successful careers in various disciplines including Engineering, Business Management, Computer Science, IT, Architecture, and Life Sciences. Today, CECOS University is proud to hold a Category W3(W***) status (W4 being the highest category) with the HEC and all its academic programs are accredited by the respective councils.

CECOS University aims to achieve a distinct recognition and credibility in international community as a center of excellence. The university is striving to be known for its creativity, innovation, public service, knowledge dissemination, and communication. It focuses on maintaining values of integrity, diversity, merit and quality in all spheres of life to ensure socio-economic, technological as well as industrial growth and development in the advancing world of today.

Faculties and Institutes/ Centers of CECOS

• Faculty of Engineering

- Dept. of Civil Engg
- Dept. of Electrical Engg
- Dept. of Mechanical Engg
- Dept. of Architecture

• Faculty of Computing & Management Sciences

- Dept. of Management Science
- Dept. of Basic Sciences and Humanities
- Dept. of Computer Science
 - Computer Science
 - Software Engg

• Faculty of Life Sciences

- Dept. of Pharmacy
- Dept. of Allied Health Sciences
 - Doctor of Physical Therapy (DPT)
 - Medical Laboratory Technology (MLT)
- Institute of Integrative Biosciences (IIB)
 - Dept. of Biotechnology
 - Dept. of Microbiology

• Office of Graduate Studies (OGS)

• Office of Student Affairs (OSA)

• Online & Distance Learning Management Office (OMO)

• Career Development Centre (CDC)

• Center for Professional Development (CPD)

CECOS

UNIVERSITY



Civil Engineering



Electrical Engineering



Mechanical Engineering



Life Sciences



Architecture



Computer Science



Management Sciences



Chartered by
Government of
Sindh Pakistan



Recognized by
Higher Education
Commission (HEC)



Accredited by
Pakistan Engineering
Council (PEC)



Accredited by
Pakistan Council
of Architects and
Town Planners (PCATP)



Accredited by
National Business
Education Accreditation
Council (NBEAC)



Accredited by
National Computing
Education Accreditation
Council (NCEAC)



Certified by
ISO 9001



Member of
the United Nations
Academic Impact (UNA-I)



Member of
Asia Pacific Quality
Network (APQN)



Member of
Association of Management
Development Institutions
in South Asia (AMDISA)



Pharmacy
Council of Pakistan



ABOUT US

The Career Development Centre (CDC) at CECOS University, offers a wealth of innovative programs and resources to help students launch their ideal career path and facilitate future employment opportunities for the CECOS graduating students. CDC also helps the University leaders in building a strong and active university-industry interface by facilitating strong and tangible linkages between employers and CECOS graduates, and support its alumni in their career progression.



OUR VISION

To engage students in a process of discovering and developing meaningful career paths, that would enhance their lives and bring positive impacts on the communities.

OUR MISSION

The mission of CDC is to be a gateway to career services in CECOS University by providing students with a strong foundation for career development. CDC aim to help students successfully identify and pursue their academic interests and achieve their career aspirations.



Welcome

to Career Development Center CECOS University.

Start Exploring
Your Career Opportunities Today

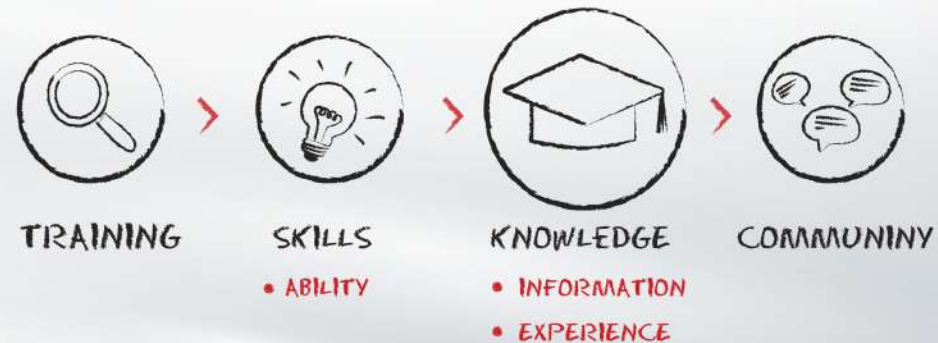


CDC Services

Career Development is a process that spans throughout the students' educational journey of self-assessment, Majors and career exploration, making life changing decisions and implementing it. Career Development of students, long term engagement with the Industry and Placements of students for internships and final jobs is an important process at CECOS University.

No	Services	Undergraduate Students	Master Students	Alumni	Employees
01	Career counselling & Guidance	✓	✓		
02	Career Guidance Resources	✓	✓		
03	CV & Cover Letter Assistance	✓	✓	✓	✓
04	Job Search Strategies & Guidance	✓	✓	✓	✓
05	Career Development Seminars	✓	✓	✓	✓
06	Alumni Talk Series & Corporate Connect Series	✓	✓	✓	✓
07	News Letters			✓	✓
08	Alumni Homecoming		✓	✓	
09	Alumni Data Base		✓	✓	✓
10	Job Portal/ Position Posting	✓	✓	✓	✓
11	On Campus Recruitment	✓	✓	✓	✓
12	Graduate Profiles	✓		✓	✓
13	Career Fairs	✓	✓		✓
14	Career Workshops	✓	✓	✓	✓
15	Career Excursions	✓	✓	✓	✓
16	Corporate/ Research Internships	✓	✓	✓	✓
17	Mentoring	✓	✓	✓	
18	Career Advisory Services	✓	✓	✓	

EDUCATION



Student Services

. Internships

CECOS University has been facilitating students in the process of creating awareness about different career opportunities, assisting them in career development and job search, increasing their employability, and developing strong linkages with various corporate organizations across different sectors.

- Corporate / Research Internship
- Online application for requesting an Internship recommendation letter
- Internship evaluation form
- Online internship documents submission

. Recruitment Drives

The CDC hosts multiple on-campus recruitment events throughout the year where different employers visit the CECOS University premises to orient students about their organizations, conduct interviews, online & written assessments, and other miscellaneous activities. Our on-campus recruitment activities are scheduled every year compositely targeting the graduating batch of December and June.

. Career Counselling Advisory

We provide in-house career advisory services to students to help them make informed decisions and plan out their careers as early as possible. Students can approach us for career guidance and related advice. All requests are dealt with on a first-come, first-serve basis and based on the availability of the CDC's resource person.

. Mock Interviews

Mock interviews are individualized conversational exercises resembling a real interview. The basic objective is to prepare our students to better deal with the job interview anxiety under the mentorship of industry experts.

. CV Review

Producing a good resume and a well-written cover letter is a basic requirement for a successful job search. These documents play a critical role in helping employers understand who you are, what motivates you, and what you have to offer as a potential employee. The CDC is here to assist you with this important task by providing the following resources:

- Resume Writing
- Cover Letter Writing

. Corporate Connect Series

CDC team is focused on developing relationships with organizations across a wide range of sectors. The team organizes various events on and off-campus in partnership with larger and smaller organizations, providing you with opportunities to grow your network and learn more about market opportunities across the industry.

. Career Excursion/ Study Tour

It is a day-long professional mentorship program. Under this program, the students from CECOS University visit the offices of leading companies for a few convenient hours to seek the counsel of high profile, experienced professionals from the corporate sector, as well as get familiarized with professional working environments

. Mentorship Program

The idea of this mentorship program is to prepare our students for the job market and practicalities of professional life as well as enable them to face workplace challenges of the future. The program would also provide an opportunity to the organizations if a short-term project is assigned to the CECOS University students.

. Career Fairs

CECOS University hosts Career Fairs to connect its students with prospective employers and introduce them to a wide range of job and internship opportunities offered by various public and private sector organizations. The Career Fair invites reputed organizations representing multiple industries



CDC Facebook Page

The CDC maintains a dedicated Facebook page as a vibrant communication tool to regularly post important announcements. Make sure you follow us at CDC Facebook Page to become part of a network of CECOS University students and graduates.

<https://www.facebook.com/CECOSCDC>



Employer Services

We offer a number of options to connect with our students. Every year, the Career Development Center invites employers to actively recruit CECOS University's students for permanent positions, internships, corporate and industrial training opportunities. Our Employer Services Program provides a convenient and efficient way to connect with viable candidates. Recruiting services include conducting on-campus interviews, posting available jobs via our official social media platform, and/or conducting a candidate search. Employers can also meet and talk with students at recruiting events such as the Open house and annual Career Fair.

. On-campus Recruitment Drive

Throughout the year various employers get in touch with us to conduct interviews, information sessions, and other miscellaneous activities. We are pleased to assist you in meeting your recruiting needs and look forward to working with you. Please email at cdc@cecos.edu.pk to schedule your company's Recruitment Drive.

. Career Fair

Our Career Fair provides an opportunity for employers from all sectors to meet and interact with our students to discuss career opportunities. Employers share their information and promotional materials with students and orient them about their companies at designated stalls. To participate in the CECOS University's Career Fair, please email us at cdc@cecos.edu.pk

. Host a Study Tour/Career Excursion

We organize study tour/excursion trips in collaboration with companies to provide students the opportunity to explore their career areas, business functions, culture and to acquaint them with career paths for their future.

. Join hands with us as a career advisor/industry expert

The career mentor provides a meaningful opportunity to employers in working towards their Corporate Social Responsibility. Career mentors are expected to meet with a group of students occasionally to share their experience, help them understand industry-specific and transferable skills, provide Career Counseling and Mock Interviews, explain and explore market trends, and connect them with different platforms to improve students' chances of landing a job successfully. To be a part of our program as a career advisor/industry expert, kindly share your profile with us at cdc@cecos.edu.pk

. Corporate Connect Series

As part of this program, guest speakers with varied industry experience are invited to conduct sessions on themes identified by our faculty as per their course objectives. If you would like to be a guest speaker yourself or nominate someone from your organization, please send us your details at cdc@cecos.edu.pk

. Meet Us

In order to further strengthen our corporate linkages, we meet various corporate company officials and brief them about our programs and services. If you would also like to develop a working relationship with CECOS University, please write to us at cdc@cecos.edu.pk and we will be happy to host you.



Alumni Services

. Alumni Home Coming

The graduates are the most valuable assets and the treasured representative of CECOS University. A large number of graduates of this University are serving in various prestigious organizations at national and international levels. Alumni Home Coming is a great opportunity for all the graduates to meet their old friends/classmates and connect with each other.

. Join Hands as a mentor/ Career Advisor

Career advisors aim to facilitate the students in their career exploration and development. These personalized sessions aim to provide students with Career guidance, CV reviews, Interview preparation tips and Industry/market insights. To register yourself as a career adviser, you are requested to email us at cdc@cecos.edu.pk

. Be a Mock Interviewer

The Career Development Center (CDC) organizes Mock Interviews for the graduating students at regular intervals. The objective of this exercise is to prepare our students to better deal with job interview anxiety under the mentorship of industry experts. If you are an experienced professional, and would like to volunteer for Mock Interviews, please email us at cdc@cecos.edu.pk

. Alumni Talk Series

As part of this program, guest speakers with varied industry experience are invited to conduct sessions on themes identified by our faculty as per their course objectives. If you would like to be a guest speaker yourself or nominate someone from your organization, please send us your details at cdc@cecos.edu.pk

. Career Fairs

Our Career Fair provides an opportunity for our Alumni to meet major employers from all sectors to meet and interact. Employers share their information and promotional materials with Alumni and orient them about their companies at designated stalls. To participate in the CECOS University's Career Fair, please email us at cdc@cecos.edu.pk

. Recruitment Drives

As a CECOS University Alumni, you are invited to participate in our recruiting drives. If you are an employer having vacant entry level positions and paid internships. To participate, you are requested to book your slot by writing us at cdc@cecos.edu.pk

. Connect With Us

We manage a dedicated Facebook page as a communication tool to regularly post important announcements. Please follow us at <https://www.facebook.com/CECOSCDC/> to become part of a network of CECOS University students and graduates.

Alumni Feedback



Hamdan Ahmad

Feeling proud that I graduated from one of the prestigious institutes of KPK.



Jamal Khan

The faculty is well versed in giving you an environment where you can learn.



Muhammad Ibrahim

CECOS University is well committed to research at high standards.



Director Message

I am proud and honoured to introduce you to the CECOS University Career Development Centre (CDC). We know that studying and holding a degree in hand will not benefit until one has the right set of skills needed for starting a professional career. CDC is a student-focused centre that offers a full range of career-related services and opportunities to cultivate self-awareness, career exploration, and marketable skills in our students.

I welcome all students to explore the great and exciting opportunities that CDC offers in developing and growing your leadership skills, abilities and talents that will enable you to achieve your life's purpose.

KHURSHID QASIM MARWAT

Director, Career Development Center, CECOS University