

PERSONAL SKILLS INVENTORY

Skills Developed	Challenge	Action taken	Results	Self-reflection/ Key takeaway
Adaptability (e.g challenge faced in an internship; situation where you handled a lot of pressure; time you failed)	To achieve total sales target in 20 days.	Improved my communication skills, regular follow ups, giving more time and attention to clients, know their niche.	Achieved my target a couple of days before the deadline.	Dedication and genuinity is the key to success.
Analytical (e.g project where you had to perform detailed research and analysis)	Making thesis for my final year exams.	I have worked on many important projects throughout my career. What's really crucial for me when starting one is to get very clear on the goals right at the start and then create a plan with milestones. I also like dealing with the most difficult parts of the projects early on—that way in case there are any significant issues.	I'll still have a nice amount of time to complete before the deadline. I also typically break down large tasks into smaller chunks, so that it is easier to know where to start.	Detailed planning is very important to ensure an important project goes smoothly.
Communication (e.g convince someone of your idea, present complex information, get your point across)	To convince a client comparing between 2 products asking me why your product is better than other.	Understands the pros and cons of the product and analyze the profile of client, and their requirements and tell me which product is better for him, not for better than others but better for him.	As the result I convinced him at my product.	Proper communication and understanding the client's requirements are more effective that just trying to defame another product if it's the right choice for him the he will not come to you to understand the difference.
Initiative (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	Handle angry clients in another domain.	An angry client walked through the door asking to meet the H.O.D for their problems having in the product after purchase having some technical issues, I take the initiative to help him out when nobody want to talk to him hopefully, I resolve the exact problem that is communication gap and some help with my colleague we will able to sort it out.	The client is satisfied with the solution and able to understand the situations.	Sometime you also have to take the initiative to handle the situation getting worse when no one can.

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Leadership (e.g coordinated several people to achieve a goal, led a group but not successful)	In order to successfully reach a common goal.	the team must be cohesive. I found more about teamwork and how it affects performance in general on this project of my life	it helped me better understand the essence of teamwork. .	In my opinion, only by working together can you successfully achieve the desired goal
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	Prepared my final semester thesis, also complete revision for my upcoming final exams and working at the same time.	Analyse the time I have left, made proper plans, assign time to each individual targets, make proper time table, track my daily goals, utilize the time to figure out how to do other work quickly and take actions accordingly.	Achieved 90% success with this model	Less thinking more implementations.
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	A client asking for a specific color of the same product that's not available.	Build strong relations over communication, give him time tell them what's the pros and cons with a story during the conversation of the available color. compare both the colors with proper details and availability of the color and (U.S.P) of the available color.	The client takes time and after couple of days the client agrees of the deal with the color I suggested.	Keep calm, try to understand others, Identify the problem and give relevant answers even the situation is not in your favor.
Teamwork (e.g when you worked on a team to achieve a goal; conflict faced when working on a team; working with a team member not cooperative)	In availability and allocation of the stocks to older employees in same team try to exchanging stocks for incentives or personal growth and achieving their targets.	Start working from day 1 when you get the deadline be patience and calm follow the rule take actions accordingly try to understand the teammates problems figure out a better solution which helps in overall team growth and not for a single member, make a proper policy for the allocation of stocks and try to have an eye on the stocks allocated to other teams for stocks which is getting free in the future before the deadline.	As a result, there are several team members did not able to achieve their individual target but the target of the team is achieved	Work in team with a proper plan and regular analysis and tracking helps the team to achieve the target.