**ASSIGNMENT**

**COMMUNICATION & PRESETATION SKILLS**

**NAME : MUHAMMAD ISTAFA MALIK**

**SECTION : BS(CS)-2A**

**ROLL : P19-0033**

**1. Tell me about yourself.**

Good  morning Sir,

First of all thank you for giving this wonderful or great opportunity to me to introduce my self in front of you.

My self M.Istafa Malik.I basically belongs to respectable middle class family in Chakwal. At present I am a student of Fast (NUCES) Peshawar.Currently I am in my last semester.

I am a quick learner and sincere person. I am self motivated and flexible to adopt conditions. I am always keen to learn new things whenever I get a chance. Apart from studies I am very good and enthusiastic in the field of sports.My hobbies are hearing music, Reading Newspaper, playing games. My short term goal is I want to get a job in reputed company like yours.

**2. Why should I hire you?**

As I am fresher, I don’t have any experience. But I am willing to work for you in any kind of situation. I have ability to work with your organization and I can show my ability working with your organization. I will prove myself.

**3. What are your strengths and weaknesses?**

My strength are

1. I have good communication skills and leadership qualities. I got my confidence from my experiences like I was able to manage the 1000 members with different mind sets in my tech fest as an organizer.

2. I can handle my self in difficult situations, can motivate the others.

3. I am punctual and very enthusiastic to learn new things.

4. I have a good quality of being positive, I can enjoy the comments (on me) and can make my surroundings happy with my sense of humour.

5. I am quick learner and I am ready to work with team with positive attitude.

**Weaknesses:**

1. I don’t like the people, who are telling only good qualities about me.

2. I can’t say no to anyone.

3. Taking over responsibilities.

**4. What is the difference between confidence and over confidence?**

“Only” is the one word that changes the difference between confidence and overconfidence like I can do this work is confidence and I only can do this work is overconfidence.

**5. What is the difference between hard work and smart work?**

Hard work may give results but it takes much time.

Smart work will give optimum results with less work and with in less time.

Or In simple words:

Hard work means work and then think.

Smart work means think and then work.

**6. Why do you want to work at our company?**

I am looking for a platform where I can give my best and work with dedication to give a kick start to my carrier. And if that platform comes from a well renowned company like yours, then it can’t be anything better than that. And I love challenges that an organization puts in that helps an individual to grow up professionally. But I worship the company that honors the individual who accept and cope up with the challenges.

**7. How do you feel about working nights and weekends?**

Sir, no problem in working nights and weekends because in my opinion if we want to be successful then we should be honest to our work because it is vital for everyone, who wants a bright future.

**8. Can you work under pressure?**

Sir,

I believe that if we love what we do, we never feel the pressure. And we must always be ready to face the upcoming challenges. So I think I can do well.

**9. What are your goals?**

My short term goal is to get placed in reputed organization like yours and enhance my skills.

My long term goal is to give smile to my parents through my hard work, make them proud of me.

**10. Are you willing to relocate or travel?**

I don’t see any problem in relocating to a new place. Instead it will provide me exposure to a new environment, culture and languages and let me interact with different people.

This will also give me new experience and prove to be beneficial for my personality development as well.

**11. What motivates you to do good job?**

I want to see my parents happy and I should be the reason behind that happiness. If we are in good position first person who will feel proud and happy are our parents. So, to see my parent’s happiness and that happiness motivated me a lot.

**12. What makes you angry?**

Whenever someone disturbs me a lot and underestimate my capability, I get angry but I try my best to control my anger with a smile and handle the situation

**13. Give me an example of your creativity.**

Creativity is to create innovative idea and to modify old things to new one. I can’t remember any particular example right now but my creativity lies in every work what I do daily. Always try to implement something new that makes hard work into smartwork.

**14. How long would you expect to work for us if hired?**

Sir,

As a young graduate It has been always my dream to be a part of this organization,So if I am selected. It will be my pleasure and I assure that I give my level best. And If you recognize my work and potential, I will be there with you always as long as you want me to stay in this company.

**15. Are not you overqualified for this position?**

Thank you for your perception about me but I think I am qualified for this post but not overqualified because I am just a beginner and have lots more to learn. I think qualification is not only a matter of theoretical knowledge or results; it also depends on practical knowledge and learning. When I will get practical knowledge then I would consider myself just a well-qualified not overqualified. Because learning never ends.

**16. Describe your ideal company, location and job.**

Sir,

An ideal company is one where I can utilize my skills and abilities and can gain more knowledge. An ideal job is one which gives self-satisfaction to me.Location does not matter. I can work at any place as I can adapt to any new environment.

**17. What are your career options right now?**

My career options right now is the selection in your company through my efficient and positive interview. If selected, I will do my best in the interest of the organization and if rejected then, I will try my luck again to reappear for the interview after practicing again for communication skills.

**18. Explain how would be an asset to this organization?**

Employees are the Asset of the company because company growth depend on the employee’s hard working, smartness and dedication.

**19. What are your outside interests?**

Sir,

To be frank my outside interest is everything what an ordinary man will love to do but one thing that matters for me is I give my 100 % to every such activity.

**20. Would you lie for the company?**

Sir,

Sorry but I won’t lie for the company because according to me lying is only the tool which help us to escape the current situation, but one day later we have to face it, with some more consequences. So it’s better to face it today and find the solution. But in future if company will get benefit from my lie then I will tell a lie for the company but on a condition that I will lie without affected thousands of people.

**21. Who has inspired you in your life and why?**

Challenges inspired me most because challenges make our life interesting they prepare us to fight with our career, every step of life whether we are a student or an adult and more over we are old. It is a key to success if we want to reach at highest peak it will be done by accepting challenges

**22. What was the toughest decision you ever had to make?**

I don’t know what’s the meaning of tough decision, I believe that everything is tough if you are Lazy about it. And Everything is easy if you are Crazy about it.  
& I seriously don’t know how much crazy I am.

**23. Have you considered starting your own business?**

As a fresher I don’t think so. To be a good businessman 1st we must be a good employee. Now I want to be a good employee by improving my skills by taking some risks. After that basing on my interest I will think about it.

**24. How do you define success and how do you measure up to your own definition?**

Success is a journey not a destination. If our today is better than yesterday then we have succeeded. We can’t measure success because it is a dimensionless quantity.

**25. If you won $10 million lottery, would you still work?**

Yes I will continue working in my organization because I am not working only for money I do this job because I love to work. And lottery don’t give me inner peace which I get from my salary which earned by my hard work

**26. Tell me something about our company.**

Sir.

Before attending this interview I have gathered lots of information about your organization. After summarize the all facts about our organization my opinion is like this:.

It is one of the most reputed IT company in the world.  
The infrastructure & Working Environment is splendid.  
Your organization having good payroll system.  
It provides free medical facility to all employee.  
Lastly the main fact is every employee having the partner of success of organization.

**27. How much salary do you expect?**

Salary is matter for experience candidates. I’am fresher I want to improve my skills and knowledge in the corporate world. And I am expecting salary to fulfill my economical needs.

**28. Where do you see yourself five years from now?**

I see myself sitting comfortably in your chair and asking someone else the same question!

**29. On a scale of one to ten, rate me as an interviewer.**

Sir, as a fresher I don’t think I am in a position to rate you, as it is a part of interview I have your question, I will rate you 9 out of 10, 8 for your friendly nature and your way of comforting me and 1 for your honesty of asking such a question to a person who is less qualified and less experienced than yourself.

**30. Do you have any questions for me?**

Thank you so much for giving me this opportunity

According to you what are the qualities that new employee should must have? and which are the qualities that I have from that?

And sir would you like to give me any suggestions or advice?