

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)	In my previous internship in starting I was new I did not know anything that time sometime I thought I don't know anything I should quite internship, I will not be able to work.	As time passes in internship I started to adopt things started to learn from seniors my managers started seating with them discussing technical skills grasping their knowledge as much as possible.	Due to action I have taken after a few days I started to get things very Cleary and able to work in project able to implement things	Nobody Knows everything so if you start to learn you can know each and every thing you can learn everything you want. And you should always keep learning in whatever field you are in.
Analytical (e.g project where you had to perform detailed research and analysis)	There was a project in my internship period that I was not able to figured out the bug or where we need to fix that.	I consulted it with my seniors . I was now working with seniors on that project we never gave up it did take upto 5-6 days to us to find what's the problem in that system	Because we never gave up we are abled to find the solution for that problem. We keep sticking to that problem.	From this experience we learn that you should never give up on anything do your RND and keep working until that problem is solved
Communication (e.g convince someone of your idea, present complex information, get your point across)	In one of the interview I was very very nervous and due to that nervousness I got blank I did know the things which interviewer was asking me but not able to explain him and I got panicked	After that interview I started working on my communication skills started to watch how to keep calm in an interview	And the result I got was I got selected for the next interview after I had improve myself	That keep calm is every situation be it anything you should keep calm and never panic it will make situation even worse.

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Initiative (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	In my college we had training and placement cell in that we have to volunteer from our college side work in managing all recruitment process but nobody was taking initiative.	So I had taken initiative I started to volunteer from my college started to go volunteer for recruitment process.	Due to that I learned lot of things I become famous in my college after me lots of students also started to volunteer for training and placement activity	Never miss any opportunity you get always catch that opportunity. If someone throws stone at you make them milestones
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Leadership (e.g coordinated several people to achieve a goal, led a group but not successful)	In my college there was a science fest we need to organise and I was in organising committee and we have to manage all science fest but we do find some chaos participant where not able to find there spot	We did plan everything. We controlled all the event kept ourself calm and handle all the situation very caerfully	In result our science fest goes very smoothly everyone was happy.	That prepare for the worst in every situation that way you don't feel much disappointed in any situation
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	We had our College fest to organise but teacher had made some student organising members including me so other student did not get a chance so they decided to no come for programs	We talk to them we ensure them that next time you will also get a chance to b work for fest.	In result now everything was fine whole college fest conducted very smoothly without any chaos.	That handle each and every situation with positive approach try to gain everyones trust.

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Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	In my early companies interview I was not able to clear my aptitude test as I was bit week in them	I started to work on my week skills and keep working on them.	I got selected for two companies in row	Never get disappointed with failure. Failure leads to success
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)	We had our College fest to organise but teacher had made some student organising members including me so other student did not get a chance so they decided to no come for	We talk to them we ensure them that next time you will also get a chance to b work for fest.	In result now everything was fine whole college fest conducted very smoothly without any chaos.	That handle each and every situation with positive approach try to gain everyones trust.