

PERSONAL SKILLS INVENTORY

| Skills Developed | Challenge | Action taken | Results | Self-reflection/ Key takeaway |
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| Adaptability (e.g challenge faced in an internship; situation where you handled a lot of pressure; time you failed) | When I went for internship with 4-5 peers for the very first time I didn't know what to do,how to do anything. | Then I took the challenge,calmed myself and decided to manage everything. | But I failed in completing the task which was given to me on Day 1. | I realized that to achieve something you have to give your best. So I decided to do more hard work, learn everything properly to succeed. |
| Analytical (e.g project where you had to perform detailed research and analysis) | When I completed 12th standard, I was perplexed that what to do after 12th, which course would be good which field is good for both being financially stable as well as to gain knowledge. | Then I did some research on internet also talked to some of my cousins who were pursuing their degrees and thinking of my interest in IT sector I decided to do BE from CS. | I spent my time in gaining knowledge of IT sector daily, thought of doing different courses to boost up my knowledge. | I was not sure in starting period that whether I did right or wrong. But as time passed I realized that decision was right and I felt comfortable in that environment. |
| Communication (e.g convince someone of your idea, present complex information, get your point across) | I wanted a laptop to learn course from Edyoda but my parents were not agreeing to buy me a new laptop. | Then I calmly talked to them,explained them that laptop is right now necessity for me. I also told them about features of laptop and the benefit of doing this course. | they thought of it for sometime and agreed to buy me a new laptop. | If I hadn't been calm then I wouldn't have got a laptop,couldn't have taken classes and gained knowledge. If I would have been arrogant and demanded for laptop straight away they I also would have hurted my parents. |
| Initiative (e.g stepped up to a challenge, identified a problem and took action to solve it, did something | When I was doing internship me along with my team got a great task to do within 24 hours. | I decided that we all will do team work and will be able to manage this. | fortunately we completed that task within 14 hours. | If I wouldn't have made this task clear to my team and divided them into groups then completing this task within given time limit was next to impossible. |

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| even though not your responsibility) | | | | |
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| Leadership (e.g coordinated several people to achieve a goal, led a group but not successful) | We had to organize a fest in college and no one was ready to volunteer for it from my class. | I came forward and took the responsibility of organizing a fest and seeing this some more peers joined me. | That fest was better than all other departments and we received good feedback. | If I wouldn't have stepped forward to organize this fest then maybe it wouldn't have been organized at all. |
| Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | We had to organize a fest in college and no one was ready to volunteer for it from my class. | I came forward and took the responsibility of organizing a fest and seeing this some more peers joined me.I took the responsibility of organizing a fest and I had so many task so I divided my class in groups. | That fest was better than all other departments and we received good feedback. | If I wouldn't have stepped forward to organize this fest then maybe it wouldn't have been organized at all. |
| Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | During lockdown we all became so habitual of our mobile phones that I couldn't concentrate on my study for long duration. | I muted all my notifications, fixed my schedule and kept a short term goal to achieve within a day. | Within 21 days my routine was fixed and I was no longer distracted by my mobile phone and improved my result. | I learnt self control, did a lot of thinking and made myself understand the disadvantages of using mobile all time and ignoring studies. If I wouldn't have controlled myself at that time then I would have ruined my future. |

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| 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 to fill 1500 forms digitally when we were doing internship. | We divided the amount of data between all to ease the load and avoid data redundancy. | We were able to fill those forms within 4 hours. | If we wouldn't have divided this work properly then we wouldn't have been able to complete this bulky task in such short time. |
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