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)	Getting used to the field	I used to have a problem of making myself comfortable in the field as I'm a fresher. I started interacting with people more and more, I decided to be more active with around people.	I felt that I'm more comfortable in the field.	Everything first time is difficult, when you jump in and start taking over the things, you would become an expert.
Communication (e.g convince someone of your idea, present complex information, get your point across)	In the initial stages communication is the main problem that I faced when I started my carrier in the IT industry	As I said, I started interacting with the people more, I know I'm grammatically good but, speaking was the problem. So, I decided to talk more with the people.	The interaction with the people always helps.	You can improve your communication skills only when you start speaking
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	In the early stage of my IT carrier I was handed over the responsibilities as PMO, where I have manage an account of 60 members.	I used to hang out at the nights, having more interaction with my manager	I'm a good PMO now	Speak to the concern person whenever you come across a problem