

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 first job I have given so much of work at a time so I can't handle my work and complete in given time.	I research myself how to handle multiple work at a time. From that time, I prioritize my work and ask my boss when they want work to be complete. Then I prioritize and do one work at a time.	I complete my all work at a time and can handle multiple work at a time.	If you have multiple work at a time prioritize it first than start doing it accordingly.
Analytical (e.g., project where you had to perform detailed research and analysis)	I am doing job as a media buyer so I have to look one year data and analyzing it and take decision. And I don't handle that much of data at once.	Before I starting analyze the data, I read the nomenclature used by the company and make my own filters for different types of ads. And then I learn Advance Excel through different YouTube channels and different website.	Analysis become easier for me once I understand the data. And learn from basic to Advance.	Before analyzing any data find know how the data made then start analyzing it.
Communication (e.g., convince someone of your idea, present complex information, get your point across)	I am doing job in which I have to present my analysis daily in my team meeting in which I have to convince everyone to take decision through my analysis.	To explain my point in front of many people is a big task for me. As I am not confident in starting than I start preparing my information in a very organized way and write important point that helps me a lot.	Now I am confident to express my views in front of everyone.	Prepare yourself before anything you do and always make point either in mind or write it down in paper it helps you every time.
Initiative (e.g., stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	After completing my college what to do is the main challenge for me.	I completed my college in jul,202. Then I search myself what to do as I applied for master but due to covid most of the entrance exam result is delayed than I start searching for internship, job, or some course I can learn.	I started doing internship and side by side I started Data Science course in EdYoda Digital University.	First research yourself before doing anything and think twice.

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Leadership (e.g., coordinated several people to achieve a goal, led a group but not successful)	To lead in a group of 5 people in final year college project.	I distributed task among all according to there knowledge and skills in which they are confident. And then help each member in there work so that in become very easy for us to do in a given time.	We got full marks in a project.	As a leader you should know the strength and weakness of your team member. And help each member if they face any challenge.
Planning & Organization (e.g., overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	During my internship in a startup, I have to manage multiple work at a time. And submit it in a given time. As in a startup there are a smaller number of peoples.	In my internship, I ask my manager which work is most important for them then I prioritize my works according to that and submit my work in a given time.	Manage to Submit all my work in a given time.	Always prioritize your work.
Problem-solving skills (e.g., talk about a problem/obstacle faced to reach a goal and how you solved it)	I am facing a problem to find an internship after completing my college as due to covid many offices are shut and mostly work is done online.	So, I search myself on different platform that provide jobs/ internships and then start applying it. I want an internship in which I can go in office and work and that help in my career.	I got an internship as a data analyst which helps me a lot to improve my skills.	Before choosing anything, research and compare it once with all other options available.
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 my current job we get a target which we as a team have to achieve in a week.	Its difficult in starting to achieve any targets because we can't coordinate in starting then we split our work and do the work in which we are most confident and take responsibility of that work. We saved a lot of time then we help other team members also because we get enough time as we are doing the work which we like and confident.	We are achieving all our weekly targets.	Coordination, communication and responsible is the key to work in a team.