

# PERSONAL SKILLS INVENTORY

Skills Developed	Challenge	Action taken	Results	Self-reflection/ Key takeaway
<b>Adaptability</b>  (e.g challenge faced in an internship; situation where you handled a lot of pressure; time you failed)	When I Joined my First Job I was Not Able to Coupe Up with the Process and the Software they used.	I worked Extra Hours and by means of which i Progressed in the Tool and Was able to Match the work Speed of Seniors	After Serious Effort achieved Employee of the Month With in 3 Months of Time	Don't think you can't in any Situation just put your 100% you will soon Harvest the Reward
<b>Analytical</b>  (e.g project where you had to perform detailed research and analysis)	I Lead a Team, During my Final Year Project our Team Chose a Project Based on Biomedical InStead of an Electronic Project as we were from an Electronic Background	We didn't Progress as Others did. We lagged in Tech Support and PaperWork Submission so at that Moment i Came up with an idea and made a clear analysis that by going to an Hospital and Enquiring about the Method of infusing Tech in an Human Organ i Gathered a Lot of Data We Also Decided to work at the Hospital Premises In Spite of Working in a Bio Medical Lab, I Went to an Hospital and Got all the Required and Finished on time .	We finished the Project on time and submitted a Crystal clear report on the Same and got an Standing ovation from the Entire Department from thinking out of the box	Don't Ever Never Underestimate Yourself when your are Out of Ideas, Sit Tight And Think for A Moment and Ana
<b>Communication</b>  (e.g convince someone of your idea, present complex information, get your point across)	I Done My Schooling in Chennai that too in English Medium but i was not able to Communicate Well and in My College First Year Everything Changed, I Went to a Symposium to take Part in a Paper Presentation Competition but there i was	I went to My English Lecturer and Asked for help , She Gave me a Few Tip and I also Worked on it, also participated in many Competition of the Same and Started to Improve myself	The Next Year i Participated for the Same Competition at the Same College this Time i Won the First Prize	Don't Lose Hope as you have Failed Try Harder and Smarter so you will win one day

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	insulted and people Mocked at me			
<b>Initiative</b>  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	During the Pandemic Time We are not allowed to Go to Office	But at that time i Took the Initiative and got Special Permission from the Officials and went to the Office and Also made others also do the Same.	The Outcome is we Made a Huge Profit that year and Also got Special Appreciation from the Higher Management	Long Journey Starts from Single Step , Like that we have to Come forward to move towards Success
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<b>Leadership</b>  (e.g coordinated several people to achieve a goal, led a group but not successful)	During my College Days i was like others and i am unable to share my thoughts during the department meetings	so i came to know if we take responsibility of the Department Symposium we can Speak and our voice will be heard , so I Started to Took Part in All Department Activities and Lead Activities Encouraging the Low Profile Students in the Departments and Organized Lab Sessions by myself	After 2 years of Struggle I Became the Department President and Lot of Changes Took Place	Always Try to Expose who you are

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<b>Planning &amp; Organization</b>  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	During Pandemic Got Excess load unable to Clear it	I Went to Office Daily Organized the Inbound Material and Planned Vehicles as per the Load Factors so was able to work in the stipulated time and was able to meet the deadline	Cleared 5 days Old material with in 8 hrs over 600 tons of Stock which was an big number in the History of Fedex History	If you everything is planned and organized then there is no Failure in your Path
<b>Problem-solving skills</b>  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	In the Year 2020 in the Month of December one of our Company Vehicle meet With an Accident Which Had Emergency Medical Goods	My Team Lead told that we can't do anything on this issue as we can't lift the Vehicle, Transfer the Material to Another Vehicle and Transport the Goods on time so we are going to face an Failure at this Stage but i Suggested to transfer the Material to 4 Small sized Goods truck and Station 12 Labors so that we can clear the material and as well we can connect all material on time by dividing the problem into small pieces	By This Process we Delivered the Materials on time and the Failure rate was around 6% where it is Projected around 100%	try to Break the Problems into Small pieces so it will not be big
<b>Teamwork</b>  (e.g when you worked on a team to achieve a goal; conflict faced when working on	I was not a Good Team Player at First but After Joining Fedex the Tables Turned as i have to work with a Team of 15 Members	At Fedex We had 3 Shifts and 45 Members at the Executive Level , So at this Situation i want to Work With My Team and Excel in my Career , So I started to Move Friendly With Others in my team and I learned Things Quickly and also Helped Other	After All the Efforts our Team Was Awarded the Best Team of the Year 2020	Together Everyone Acheive More

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a team; working with a team member not cooperative)		in Developing their Communication and Personal Skills		