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| **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) | At my current job ,I have done some of my best work under pressure. One time I was supposed to deliver a LCA TAT Project to client within EOD. Usually these Projects will huge number of coverages and invoice of the project will be more than $60,000 so, I must complete with 100 % quality within deadline. A colleague who was working with another client had the same deadline but, his software and excel locked | I was forced to take up the both LCA Projects at the same time in night shift. have not left stress affect me. Instead , I came up with very detailed time management plan without having single break in whole night shift | Which made me to complete the both project with 100 % percentage quality within deadline. | I learned how to tackle the projects in more efficient way within deadlines |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | While pursing my Data Scientist certification at edyoda, I done my Project on Covid-19 analysis India 2020. since it was new experience doing project on my own without others help | .I need to do lot of research on the data and ideas to complete the project within time period . I researched about the topic and analytics done on various researchers via free online website | I caught up with new idea and analysis to implemented those to complete my project | I learned new analysis steps and reporting into proper manner |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | At my current Job, I was member of IthinQ is a platform to collect process improvement ideas and suggestions from the team and want to choose the best to implement for process/team development | One of my colleague came up with idea of generating Macro for capturing data inaccuracy for repost and tool that was good idea but some member of the not accepted this idea because capturing the data in macro waste of time. so I tried to explain them details protocols and how it will be helpful for the team. Me and my teammate created the macro to capture data inaccuracy generated reports based on them even though its time inefficiency but it boosted team quality more | Even though its time inefficiency but it boosted team quality more | Now Macro has been used by the all the team who working in particular process. |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) | While working in WFH environment, I used to face many challenges and tackled them in quiet manner. one of the challenge which I used to face frequently was the application and webpage which i used to process will get stuck of often | Also I addressed this issue many time to Team manager . He asked me to send mail to Client . Client responded with couple of steps how to change settings for Internet explorer ,CCDM and application . | After changing setting everything worked properly without any hang | So I document all the steps in PDF format send mail to whole team Via outlook. If anyone facing the challenge they can look it the document solve the issue by their own. |
| **Skills Developed** | **Challenge** | **Action taken** | **Results** | **Self-reflection/ Key takeaway** |
| **Leadership**  (e.g coordinated several people to achieve a goal, led a group but not successful) | As I experienced in the process in my current company. Team lead used to assign me 5 to 6 new folks under my mentoring. I want to look into their doubts and production in a hourly manner. Aim goal is to make their without any quality errors. | Even though I shared my work experience and to focus the main criteria to maintain 100 percentage quality . I given budding for some guys by sharing by screen and do watch how i will process all the section | some used to get errors on daily which lead to team quality . I cant succeed as leadership. | I cant succeed as leadership. |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | At my current job ,I have done some of my best work under pressure. One time I was supposed to deliver a LCA TAT Project to client within EOD. Usually these Projects will huge number of coverages and invoice of the project will be more than $60,000 so, I must complete with 100 % quality within deadline. A colleague who was working with another client had the same deadline but, his software and excel locked | I was forced to take up the both LCA Projects at the same time in night shift. have not left stress affect me. Instead , I came up with very detailed time management plan without having single break in whole night shift | Which made me to complete the both project with 100 % percentage quality within deadline. | I learned how to tackle the projects in more efficient way within deadlines |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | While working in WFH environment, I used to face many challenges and tackled them in quiet manner. one of the challenge which I used to face frequently was the application and webpage which i used to process will get stuck of often | Also I addressed this issue many time to Team manager . He asked me to send mail to Client . Client responded with couple of steps how to change settings for Internet explorer ,CCDM and application . | After changing setting everything worked properly without any hang | So I document all the steps in PDF format send mail to whole team Via outlook. If anyone facing the challenge they can look it the document solve the issue by their own. |
| **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) | As I experienced in the process in my current company. Team lead used to assign me 5 to 6 new folks under my mentoring. I want to look into their doubts and production in a hourly manner. Aim goal is to make their without any quality errors. | Even though I shared my work experience and to focus the main criteria to maintain 100 percentage quality . I given budding for some guys by sharing by screen and do watch how i will process all the section | some used to get errors on daily which lead to team quality . I cant succeed as leadership. | Given one to one mentor with team manager and improved his quality by addressing circumstance where he lack knowledge into the process |