

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 the starting of Job. My manager give me different technology work that I'm not used before that And I'm not able to complete the work on time.	I'm start learning about the topic from Internet after that I'm take some help from my team member.	I have completed 90 percentage of work on time. and say I need more time to complete the remaining work.	I'm not panic. That's I able to complete my first task
Analytical (e.g project where you had to perform detailed research and analysis)	In that project I faced to find the key point to combine my research .	I'm taking help to my senior team member	I'm able to completed my research	Sometime don't hesitate
Communication (e.g convince someone of your idea, present complex information, get your point across)	In a meeting. I'm present the project. but I'm able to present my point	I'm taking some break time .After that I have learnt lot about the topic . and present a complete speech.	Initially I feel I'm not able present my point . but after the I complete present my topic	Take your 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)	Whenever I have extra time. I'm looking for challenges and problem even though not my responsibilities.	I'm taking help from internet and learn about the topic. And tried to solve the problem	Learn to new things	I feel very confident and proud.

PERSONAL SKILLS INVENTORY

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)	In a project they assign me as a team leader . but I have no experience to led a team . I'm faced to assign work to individual team member.	At this time I'm taking to manager and taking some advice how to handle all the team member smoothly	By this I easily coordinate to all the team member.	I realized leader ship quality is very important factor for carrier.
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	In a project I'm faced the tight timeline problem. At this they assign me in three projects. simultaneously.	At this first thing I do is I divided the projects with specific timeline in a week .	By this technique I'm easily overcome to problem of tight timeline	It is very important how to use your time effectively
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	In my last project I'm faced communication obstacle. Because my client is from U.K . due to accent of client I'm faced problem to understand.	At this time I'm start watching movie and shows in UK accent with subtitles.	By the action that I'm taken . I'm able to understand client requirements.	Always ready to learn new things.
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 second project I'm faced that where team member are not cooperative.	At this time I talk to team member and tried to explain them what the benefit of team member quality roles in a project. If you are not work together . we do not able to achieve goals.	They understand .we achieve a goal	Whenever you face problems don't give up .try To solve them