

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)	when I was working in an company in that I was working on New machine Implementation project and I have to test the parameter and set to that parameter and time is given for that is very less	so in that situation I worked for more hour and I request to quality department to give me a one special person who check the parameter and inform me immediately	and because of that I set the parameter in given time and also the Cycle time for that machine is become 11 sec before my Implementation that was 15 sec	I managed my Time and I increase the Efficiency of machine
Analytical (e.g project where you had to perform detailed research and analysis)	When I was working on controlling rejection project in Industry I have given a task to controlled a rejection of one component whose rejection is 15% per month	for that I read a lots of Data regarding the machine Used for the product, Last year rejection why that was Happening etc. after that I was found the Problem is in Measuring and In marpose so I had taken a trial of measurement at different temperature and I fixed the measuring controlled unit that is Marpose to the machine	after that Implementation the Rejection is controlled. by 5% in first month and in second month is was again controlled up to 7%	I used lots of Data and invest my Time and I get good result from that
Communication (e.g convince someone of your idea, present complex information, get your point across)	In my Collage me and My team is working on Onion Harvester Project and for that we have to find the Sponsorship but due to the complication this project is not understand by the people and we are facing problems of fund	so we had made a one drawing on Software and we had made one prototype of our project by using 3D printer and by using presentation and that prototype we explain our idea to the Financier and we cleared their Questions.	And due to that we got 90% Sponsorship and remaining 10% we are collected from Collage.	from that I understand Practical Communication is more productive than Theoretical Communication

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Initiative (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	I Always like to teach but I didn't get that chance. at the time of Pandemic I lost my job and I found that my colony children are forgotten their basic concept	so I talk with their parents and I started free classes for that students and I taught them regularly and initially there was only 5-6 student present but after that the number of students was gone upto 50.	students are studying well and the parents are also happy and because of that initiative now students are performing well in many competitive exams	because of my small initiative the students who don't have money for extra tuitions they also got good knowledge of math and science
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Leadership (e.g coordinated several people to achieve a goal, led a group but not successful)	In my college we are 20 students and we are working on Onion Harvester project and I was head of Finance Committee and our work is to Find Sponsorship and this was most difficult task because our full project is also based on that	In my team we are 6 members and I divided them into 3group we made one prototype model and made a one presentation and after that I decide about the area where we have to target for Sponsorship so in minimum time I covered many areas and we explain them our idea by practical way so they understand easily	and due to that we got 90% sponsorship from different area and remaining 10% I collected from College and after that we held 10th position out of 76 teams in that competition	team work is always good and if we are leaders so we have to move with everyone
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	When i was working in industry I have to work for 10-11 hrs and after that I am handling my fathers business with that I am preparing for PG entrance exam but due to 10-11 hrs works and after handling business	So I had made a one timetable and in that I decided to study at least 2hrs a day and for following that timetable I used gift or Punishment trick means when I complete this Target I will give a gift to Myself and Whenever I failed to achieve my target I will punish myself and due to this in a month 26-27 days I complete my target	and in my PG entrance Exam I got 92% marks and it was a very good moment for me	Time management is very important in life

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	i didn't get time for study and this things are converting into stress			
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	When i was working on controlling rejection project in my industry I have given a task in that I have to controlled the rejection of component I didn't have that much knowledge	so I read a lots of data and machine brochure for understanding where the product use what problem we are facing why this was happening and so more I asked different questions to my manager and after that I made one diagram (fish bone) and then I solved that problem by implementing marpose and by taking trials	because of that after a month I got a good result rejection is decrease by 5%	
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)	when I was working in industry due to lack of communication the shift maintainouns is not maintain properly means 1st shift person came on 3rd shift like this problems are started and production is decreases	so I decided that at the end of week I will make on shift timetable and I will send that to everyone on mail and I will stick that on notification board so each one will get their shift and clashes will not happen also I inform my teammates if they want leave they have to inform before two day so I will find replacement and production will not stop	due to this the shift for each week are running smoothly and production is increased.	