

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'm in college 1 st year I was supposed to do a project in pure science , where I'm completely in the field of computer science , so I was unable to grab the knowledge about pure science	I worked Extra Hours and by means of which i Progressed in the Tool and Was able to Match the knowledge of pure science .	After Serious Effort achieved project of the month in IOT modal exhibition	Adaptability is the simple secret of survival .
Analytical (e.g project where you had to perform detailed research and analysis)	I have a leaded a team for a project based on software engineering , we where new to the topic of software industry , without zero knowledge about the field .	We didn't Progress as Others did. We lagged everywhere later we worked in the fields , analysed and searched , and got more ideas and knowledge about the software engineering and perfectly finished our project at on time in including written work submission , audio , video clips .	We finished the Project on time and submitted perfectly with clear files and got appreciations from our Department .	I'm bad at reading minds , but good at reading between the lines .
Communication (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 , later I have joined the course offered in the school called Cambridge , where I can able to built the knowledge of spoken English and able to talk fluently without any grammar mistakes , panic...	From the course itself they have conducted many speech competitions , through that I have gained more English knowledge , communication , written works .	I have participated in many competitions and won many prizes .	What you seek is seeking you .

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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)	During the Pandemic Time the colleges where closed , so we can't able to practice our practical programs , it was difficult to learn for semester exams .	But at that time i Took the Initiative and got Special Permission from the principal cabin and went to the college and Also made others also do the Same.	The result was we all have gained good marks in the semester practical.	The journey of life is not about the destination but about exploration .
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Leadership (e.g coordinated several people to achieve a goal, led a group but not successful)	I'm totally a introvert , during my college 1 st year I was unable to communicate with others , because of an introvert character , i have Loosed many opportunities .	So , I have decided to participate in various programs conducted by our department , From there I have gained more communication skills , where one of my speech about women empowerment got more appreciations and prizes from the college staffs and prinicipals.	After 2 years of Struggle I Became the Department of B.sc computer vice President and Lot of Changes Took Place .	“ Don't find Fault , Find a remedy . “

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Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	In 3 rd year , as a department vice president , I have to plan and organize a program in the topic of "technology today"	I'm Literally out of clue , later I have calmly planned my ideas about the topic and gathered many students for the projects & competitions . and made A clear data of the Event . And conducted the program successfully .	Got an award for behalf of our department .	Planning is my Therapy
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	As a vice president , I have more problems from the students , and I'm in the place to solve their needs .	So , their basic need was one proper parking area , free water , more cultural programs , as a vice president I have been perfect and gave 100% of my work to my friends my goal is to be problem free department . and I gathered all the queries and shared with our principal .	And the result was , principal have accepted my request and guaranteed for the needs with the next 1 week!	Focus on the goal not the obstacles.

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Teamwork (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 the computer institution , I'm in the place to work with a team .	Because of teamwork , we can able to gather more information and through that information we prepared many projects , through the teamwork . I have gained more communication skills , we have completed one big project within 3 days of time .	After All the Efforts our Team Was Awarded the Best Team of the Year 2020	Success is best When it's sh
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a team; working with a team member not cooperative)		in Developing their Communication and Personal Skills		