

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)	Company had an event and we had to present brochures, Due to miscommunication with the inventory person, I believed the stock is there but actually it was not and I had only two days to arrange for the same.	Called my vendors, explained the problem and convinced them and kept on contacting them to make sure the brochures get delivered. After my office works visited their shops and worked along with them for the next two days.	I was successful in arranging the brochures and event went well without any problems.	Be in a positive mind set, don't be nervous and make yourself down at the time of immense pressure.
Analytical (e.g project where you had to perform detailed research and analysis)	Python module final project: As it could have done easily using simple 'def' function, I wanted a build a complete app like model where the data entered will remain permanently.	As we have taught basics of CSV, JSON files and some of the applications, I took it as a challenge and started to look for its applications in Google and referred a lot of videos in YouTube.	Finally I was successful in completing the projects. Doing a research not only helped me to complete the project but also my thinking and way of looking at the complex situations with a knowledge addition.	Show greater amount of grit, determination and confidence towards the work which you do, result will always come in a positive way.
Communication (e.g convince someone of your idea, present complex information, get your point across)	During submission of final year project the examiner did not had that much of idea about the topic which we have used to do the project.	Divided all the concepts into small pieces and explained each showing lot of work videos and made him to understand the concepts.	At the end got good marks for the final year project.	Positive thinking and the way of thinking in approaching the problem

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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)	My colleague had to submit one project to the client and he had less time to finish it up.	Though I had studied CAED software in college, during the free time asking with the colleagues I had learnt its applications. So I helped him sitting after office hours.	He was able to finish the project on time and was able to submit it to the client.	Learning new things and building good relationship with the colleagues.
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Leadership (e.g coordinated several people to achieve a goal, led a group but not successful)	Company had an event, we were the main sponsors and we had one model weighing around 250kg to display.	Done all the logistics part to transfer a model from head office to event place which was around 400 km far. Talked to the vendor and arranged members for the safe loading and unloading of the model.	Due to the mistake of inventory person and improper inspection he missed to load one main part and we were unable to display and run the model at event.	Proper SOP could have eliminated this mistake. Follow each and every step and check for the mistakes more times and being overconfident always is not good.
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	Being a President of cultural committee I had to look after each and every programmes in college along with studies.	Called representatives of each dept. and segregated the works and assigned different tasks to each dept.	Almost all the programmes which happened under my circumstances were successful.	Preparing a proper SOP and giving a right person a right task and have faith in the things which you do.
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	Being from different background and also being an introvert, initially it was very difficult to do the marketing related	Started doing the research like how the marketing guy should be and started talking in front of mirror, with vendors and started visiting dealer's outlet.	Gradually communication skills got improved boosting confidence and starting enjoying the work which I	Believe in yourself and also about the work which you do.

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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 we were practicing for a national level dance competition, due to some misunderstandings I had conflict with one of my teammates which lead to splitting of a team.	Taking the lead I asked the person for a talk and we discussed the root cause for the conflict and sorted out.	This led to reunion of team and we practiced hard than the last time and won Gold Medal in the competition.	Working in team drives more weight than working individually when you are in team and listen to the team members about their opinions and suggestions.