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 organization. I had given a target of 16L for the month with a team size of 10 members.	I accepted the challenge and divide the target among the team to get it achieved and manages their leaves and week offs accordingly so that the target could not be impacted because of this.	But unfortunately, it was not accomplished and I failed with a lag of 3 lakhs.	But I have gone through it again with the performance of each and every individual to check where went wrong. Post analysis I came across the main cause which was a lack of information delivered to customers and a lack of convincing skills. I have worked on all of these and overachieved the target next month.
Analytical (e.g project where you had to perform detailed research and analysis)	I was working and at the same time I was doing a course with EDYODA which impacted to spend my time learning more about the course and getting the output of it,	I had to decide to quit the job because I want to switch to IT at any cost.	I am spending more and more time to be in the IT field and learning and gaining the necessary outputs.	I thought it was a good decision although. Because if I had continued both the commodity parallelly I could have made myself financially strong but could have lost in the knowledge of the course.
Communication (e.g convince someone of your idea, present complex information, get your point across)	There was a customer in my previous organization who was not ready to spend to take our product which could cost him 2 lakhs to sell his property online.	It was a really challenging job to do but I have convinced him with my communication like speaking to him like my friend and treated as his property as our property to sell, presenting the product in a very attractive way, showed him some outputs had come of others who had taken the product, and least but not last the politeness in talking showed the sympathy and empathy.	Finally, he had taken the product of our organization and we had given the output to him with the profit.	Without good communication and follow up I could have lost the customer and he could have been with any other competitor.

PERSONAL SKILLS INVENTORY

Initiative (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	The attrition in the previous organization because of attrition and work pressure	I had observed many of the recruitments were happening but no one was abiding to the company. I had personally gone to them and asked what's the concern they and some of them said that the reason training module and some said the work pressure. I had highlighted the matter to the higher authorities although it was not my work to handle.	Finally, I could see very less attrition in the company, and the management had given me a responsibility to motivate the team and take OJT as well.	If I had failed to highlight the concern to the management the reason could come to our bucket saying we were not handling the team properly. It was a right step that I had took on that particular time.
Skills Developed	**Challenge**	**Action taken**	**Results**	**Self-reflection/ Key takeaway**
Leadership (e.g coordinated several people to achieve a goal, led a group but was not successful)	When I was working in an organization. I had given a target of 16L for the month with a team size of 10 members.	I accepted the challenge and divide the target among the team to get it achieved and manages their leaves and week offs accordingly so that the target could not be impacted because of this.	But unfortunately, it was not accomplished and I failed with a lag of 3 lakhs.	But I have gone through it again with the performance of each and every individual to check where went wrong. Post analysis I came across the main cause which was a lack of information delivered to customers and a lack of convincing skills. I have worked on all of these and overachieved the target next month.
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritized tasks)	Being a leader handled the team in terms of their performance, quality and incentives	I had been given multiple tasks to prove myself and my team as well simultaneously, which was not really easy work to do. But I have managed everything and spent more of my time checking each individual work. I made sure that my performance and my team's performance should not come down which was a prior task to do	I made it happen.	All the outputs were on track and got success with a good outcome.

PERSONAL SKILLS INVENTORY

Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	I was working and at the same time I was doing a course with EDYODA which impacted to spend my time learning more about the course and getting the output of it,	I had to decide to quit the job because I want to switch to IT at any cost. I have a mind set to be in a IT because I have a IT background.	I am spending more and more time to be in the IT field and learning and gaining the necessary outputs.	I thought it was a good decision although. Because if I had continued both the commodity parallelly I could have made myself financially strong but could have lost in the knowledge of the course.
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)	To achieve the target of 1.5Cr in the previous organization	The target was divided equally among all the leaders but I could find that some of them are not taking the target seriously and were not cooperating at all, due to which we all had to face the music. I had decided to inform this to management, post that they had taken the fruitful steps to warn them	Unfortunately, there were very less days remained to achieve the target before I could highlight the concern and we failed to achieve the same.	If I could have observed the thing a little early we could have achieved the target.