

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)	During my college when I took science for my further studies, I was much serious and as well as having much pressure to get a good rank. As it was about my future I was a bit tensed that how to handle these problems and get a good outcome. It was a challenge for me to get good marks in each subject and prepare for the finals. The main challenge was for me to get good marks in mathematics as I was not good at it.	I was doing all my homework and then completing all the assignments of all the subjects within the given dates. Mathematics was the subject in which I was very poor and I was not good with basics. I used to practice the sums given but I used to get wrong answers, I used to get few solutions but I used to get very less marks during the class tests or monthly tests. Every week we used to have tests and every month, it was such a pressure at that time, we used to not get enough time to read. But the person who used to fail during tests where having punishments which was a big embarrassment at that time. It was the situation which I couldn't handle.	Actually I came to know how to work in a pressure, how to handle such situations and embarrassments. How to do the work within a given span of time. Improving on my own weakness. Learning how to do multitasking. Despite of getting failed during test then attending the next coming test with preparation was a very good thing I learnt.	I learn to succeed besides of my failure.
Analytical (e.g project where you had to perform detailed research and analysis)	During my degree there was a project given to us, and it was said to be done in pairs. The Title of the project was "Hotel Management System" and it was a challenge to be done within a month because of the lockdown crisis. The challenge was to do a Power -Point Presentation on it and to create a	Firstly, we wrote all the key points which were necessary for the project like Introduction, Features, Advantages, Drawbacks, Objectives and Software requirements for the project. Then we moved to build the Database part, the languages used for backend are My SQL, Java, PHP. In backend with the help of our guide we wrote the codes and running the codes. However the codes were working for both User and Admin part. Lastly we did the Front end part, The languages used for Frontend are:- HTML, CSS, etc. Here in Frontend we	However on the day of Examination we both me and my partner delivered the project in our best ways, tried to run the project and explained it to the fullest and we were successful in it. The result of our project was we made the changes which were said to us by our teachers and we were	Got better experience in completing my first project.

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	Synopsis of the whole project. Even we need to draw the Data-Flow diagrams and Entity Relationship diagrams to give a wider picture to the project.	added images for the hotel rooms and added few more extra rooms like spa, swimming pool, Gym room etc. Finally the project was done and there we can see our project was working and we gave the last touchup to the project by adding few things.	successful in delivering it.	
Communication (e.g convince someone of your idea, present complex information, get your point across)	I was given a seminar to do by one our teacher. The topic was “Stack” in Data structure. I need to explain it by giving an example, and briefing it with advantages and drawbacks.	I explained what is stack and I gave the examples which are easy to understand like very lively which people can connect. For example:- I gave the characters names of movie Sholay. I explained it pretty well that everyone understood it.	The reason behind me giving those examples was just to make the audience entertain and understand my point. So like this I was successful in delivering my seminar.	Learnt to a explain my point to the audience.
Initiative (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	In our college we had a routine to improve our communication we need to tell “Thought of the Day” by explaining what the thought is, so one day I took a initiative to tell the thought.	The thought was “It is very easy to defeat someone. But It is very hard to win someone”. I explained it by giving a story. As I wanted to improve my communication skills I took a initiative and delivered it .	However, through this I had improved my communication skills and this things boost my confidence and through this I improved my English.	I got better with communication skills.
Skills Developed	Challenge	Action taken	Results	Self-reflection/ Key takeaway
Leadership (e.g coordinated several people to achieve a goal, led	As I was good at singing. I took a part in Republic Day of our college in which we sang a patriotic song. In	In a group singing you need to have a collaboration between each other. Being a leader you need to guide others to get a proper outcome. Being a leader You need to memorize each pair of lines and it should sound good,	It’s a responsibility of a leader to make it successful.so lastly the singing was good as how	I learnt to be a good leader.

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a group but not successful)	which I lead the group of people.	and make other to synchronize with you.	we thought it should go.	
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	There was an Annual Day celebration in our school. It was a very big event where you find a huge crowd in your campus. As I was doing anchoring. It was a big responsibility to not ruin the celebration.	I was very nervous to face the audience and very excited to see all the dance performances as well. It was one of the best opportunity which I got. I portrayed my lines in a correct way and didn't miss out any of them. As It was a bit difficult for me because I need to memorize those lines in a proper manner.	It was one of the best experiences I had in my life. It was a good preparation with a lot of hard-work containing in it. Delivering every word in a proper manner and with whole concentration was a big task but it was successful.	I got experienced in delivering my speech.
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	During my college I was having an TARANG fest during that time I was about to have my practical's. It was very less time left for my studies.	I was not able to concentrate on one thing. So it was very difficult for me to manage both fest and studies. But I tried to manage it through giving proper timings for both. I would become so restless those days but it was a time for me to not give-up on such things and improve my problem skills.	We won the TARANG fest because we had given our best to that fest with a lot of hard-work in it. And even my practical's went good. Through this I managed to get my problem solving skills.	I learnt to solve my problem solving skills.
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)	During FUN WEEK I was leading a group as a fresher. We were a group of 8 members. There were many activities like Mime act, Advertising, Marketing, Best out of waste	Each one in our group was given a particular activity to do. Like two members for marketing and two for advertising and two for group singing and one for best out of waste and one for leading the whole group. As my team was not cooperative, few people wanted to do advertising and not group singing I convinced each one of them to do what they are best in rather than fighting for the	However we did it but our mime act was similar to another group's act .so we failed here. In some of the acts like Advertising and Marketing we got 2 nd price but rest all we failed because we were	I became a better leader and people saw my efforts.

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	activities etc. As no one was interested to be a leader , I became a leader and started to lead a group.	activities. I was helping each one of them to give their best. Being a fresher leading a team in Fun week's is not easy. The boys in my group were not ready to do the mime act and Lastly, they did it forcefully. I was frustrated and there was no time to complete it. However there was huge competition.	not so cooperative and boys having no interests. As I was a good leader but my team didn't workout with me .Our team failed .so every person in a team matters to make a successful teamwork.	
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