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| **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) | In my previous organization, i was hired as an analyst after 9 months my manager wanted me to take care of automation team because of my knowledge. At that time i a had less experience in corpoarate and i wanted to give a good result. | The challenge i faced was that i had to take care of scrubbing template and i had to track where the processor were making miskates .first week i coundn't reach their expectations after that i was collecting some information from the processor and i was tracking their perfomance and i was informing them to focus were they were making mistakes.I was sharing the data with user to avoid repeated mistakes. | When took responsibilities to take care some part of the automation team.I learnt lot of things.I got to know how to handle challenging situation and how to handle the team and finally we had met clients requirements. | I learnt that we should keep update ourselves to build better career. |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | In my previous organisation.we were not able to reduce the errors so that management created a team and i was part of that team.There we had to research where were we making mistakes and how to avoide those mistakes. | Firstly we were collecting daily data and we were auditing the data.We were refering the manual that was there any rules changed or not?.We had to find which scenarios got updated and which field should we focus.What action will helps to the team to avoid making mistakes | Fianlly we got an idea and he had presented entire data in the team hudle. It helped the user to reduce error. | I learnt that critical thinking is more important to solve any problem. |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | After we researched about the team errors we had to present in the power pointer infront of the entire team.It was difficult for us to do the presentation so that my lead was taken care of the presentation. | I explained some of fields and i had shown some screen shot to the team to understand te problem and after that i have been keep following to attach tool screen shot to explain processor for thier better understanding. | We were successfully completed our presentation and we got a positive feedback from the entire team. | I leant that when you do the hard work with smart works it will pay you lot. |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) | When i was in a college there were 4 members in a team and the "Insurance Management" project has been assiggned to us. We had to explain infront the the examiner.Nobody took intiate to present the project. | I had taken the initiate to present the project infront of a examiner.I tried to make understand them.I explained what kind of features we had implemented in our project. | Resulted with a better grade.we a got confident when i explained infront of the examiner. | I learnt that partcipation also important to learn some new things. |
| **Skills Developed** | **Challenge** | **Action taken** | **Results** | **Self-reflection/ Key takeaway** |
| **Leadership**  (e.g coordinated several people to achieve a goal, led a group but not successful) | In my organisation my lad took leave for one and one person had to taken responsible for the team.The responsible has been given to me.I had to update daily production report to a manager. | \*I have equally assigned work to the team.  \* i had been sharing hourly production report to the team so that they could get to know where they were standing.  \* At the end of the day i had collected all the reports from the user and i consolidated report and send it to the manager. | I had successfully led the team for one week. | I learnt to be a good  leader. |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | We had a intercollege sports day to organize.Responsibilities has been given to my class and i was a part of the team. | We gave same responsibilities to every individual volunteer and we requested other students to support us to do the do the sports day well. | We got a support from the everyone and sports day goes smoothly | I learnt that team work is very important to do any works. |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | After i completed my graduation i started to search job and i got failed many times | After i many many times i started to write it on my notebook where should i improve my skills and what kind of questions has been asked by the interviewer. | I improved my skills and i got a job in Hindhuja Global Solutions. | I learnt that we should learn from mistakes. |
| **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) | Once i participated in "Tug of War".Pysically we were not stronger than our opponents.every individual persons contributions was matters to us. | We gathered all streangths together and we coordinated well. | Finally we won the "Tug of War" | I learnt that how important team co-ordination is !. |