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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) | Handling client GST Returns.  Initially I faced a lot of problems like submitted Returns on time. | I Prepared all the GST Returns  Before its due date. And made a good report on that because anyone could understand it quickly. | It build my confidence. So after whenever I was filled the return I submitted it efficient and effective. | I am satisfied with this all things and I found many ways to fill the returns. |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | My first project is about food ordering app.  Initially I faced a lot of coding problem, rules and all. | I did practice a lot. Solved answers from geeksforgeeks and two to three more sites. And these sites helped me a lot. | And finally I completed my first project of food ordering app on 10th June 2022. | It helped me to work on some big projects. |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | I felt to lot of difficult to convince my ideas during meeting in my team. | I tried to handle people according to their ideas and I added both of us ideas to our projects and explore the things more. | I got very positive feedback & positive interaction with people. | I am happy with things that I successfully convince the people and they like my way |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) | Sometimes be a situation that time I want to initiative myself | A this situation I handled the situation and I also focus on the people opinion and then I being proceed move on if the situation like no was comes to participate in particular if any issue occur so at that time I am trying participation in that. | People wish me to came as initiative | I am glad to initiative myself as much as I can |
| **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) | As a leader I experienced Coordinate with people is toughest challenge | Whenever I meet people I motivate them about work with them to archive goals sometimes if failure happens I find the way as a team leader without disappointing anyone. | Whatever I told them as a leader. I got a positive response from people. | I am trying to improving myself as a leader that helps me a lot. |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | Time management is very important for a company I faced it a lot of time | I planned to particular work by involving by teammate and discuss about time management and assign particular work individually according to work and time period. | I got success in many planning but sometime I disappointed but I handled it. | I want to improve in this and more work on time management. |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | In everywork which you are working there is some problem .The challenge is how to solve that particular problem. | I found the solution by discussing with my seniors and work on it. Also trying to resolve with my own. | I resolved issue and got succeed that sometime failure happens but I never disappointed just find a way to solve it. | Work smart to resolve issue within time. |
| **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) | Whenever Client complaint received for particular issue and problem not find on that time then just mail them we fix it ASAP. | I found solution by rechecking to solve problem after finding solution we take immediate action and told the client your problem has been solved. | At that time I realize teamwork is most important for identified problem. | Client satisfaction Improve my skill to work better in team. |