

# PERSONAL SKILLS INVENTORY

Skills Developed	Challenge	Action taken	Results	Self-reflection/ Key takeaway
<b>Adaptability</b>  (e.g challenge faced in an internship; situation where you handled a lot of pressure; time you failed)	Handling lot of pressure in work-life.	I researched where I am doing mistake, be punctual on time and done hard work and increased my network to gather all required information, studied hard and make improvement in my skills	I am able work under such kind of pressure and got a payoff or appreciation from company to work under this kind of pressure	I am able to work under the pressure because I understood how to tackle it
<b>Analytical</b>  (e.g project where you had to perform detailed research and analysis)	I am working on JAVA for 2 years and got difficulties in preparing project using Python	I go through the notes and explanation videos on YouTube as well and done the detailed research and analysis	I gathered all the knowledge and details about that project and completed it and I got the certification in Python also.	Nothing is difficult to learn but you have to give proper time and concentration towards it.
<b>Communication</b>  (e.g convince someone of your idea, present complex information, get your point across)	To share some of my knowledge with the client while I am working in a MNC	By giving them a reason to listen to me and making a trust bond between us	They are sharing their point and that time I was listen and at the end I shared some of my knowledge among all and we made a good conversation.	I learned many things that a good conversation means listen first and then give your point on that.
<b>Initiative</b>  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	Switch my career into desired goal.	Preparing in advance for job interviews. Making my career plan and working on confidence as well. Gathering new technology knowledge and started studying new things.	I am getting vacancy and doing my best in it.	Working hard to achieve my goals what I thought to be.

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<b>Leadership</b>  (e.g coordinated several people to achieve a goal, led a group but not successful)	To lead in a group of 40 members in company as a team lead role	I distributed every work and task among all according to their knowledge and skills in which what they are perfect.	According to me I am doing well and we are solving problems within the time limit and increasing the growth and got appreciation from manager also.	Learned how to tackle tough situation
<b>Planning &amp; Organization</b>  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	Complete a task given my manager within the given time and manage my study as well	I have engaged myself in between work-life and personal-life. I day time I am doing company work and in evening I got time for study and after that I am revising it or making projects and assignments.	I am doing well in my company as well as in EdYoda platform. I also got a pat on back award within this period due to my planning and timing.	Hard work and focused always give a positive result.
<b>Problem-solving skills</b>  (e.g talk about a problem/obstacle faced to reach a goal and how you solved it)	Obstacles facing in current company	As I working in company right now and I didn't get chance to increase my knowledge and skills to get a higher paid job according to my knowledge	After joining EdYoda I am increasing it and getting many vacancies in which, I am failing to apply in lack of proper requirement.	Don't think it's too late. Nothing is too late to achieve.
<b>Teamwork</b>  (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)	Coordinating an event in college fest	We had organized a Gaming event and collaborated in team and interacted with many persons about feedback and taken ideas from our senior to how to tackle any difficulties or situations and in between of event also we took guidance of senior and mentor as well.	Our event was successfully done with many appreciations to our teamwork from principal and director also and got good feedback from participants also related to our management.	I learned each and every member in group is a special person in absence of any one-person team may collapse.