

ACADEMIC AND EMPLOYABILITY SKILLS

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Executive Summary

The following is a detailed report of the employability skills I possess and how it will impact my work life and improvements I need to focus in order to become competitive. The analysis is in depth and all the potential skills required to be employable have been considered when the report was written.

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Introduction

The following is a report of my personal assessment on the skills I have that will help me with the employability and the skills I have gained through my academic life. The concept of understanding that the student has a specific set of skills is mandatory when it comes to improving their employability in the near future.

Basic Skills To Learn

Communication Skills - These are the skills one requires to communicate effectively with team members, colleagues, friends, or family. The idea you want to convey should be conveyed to the other person in its original form (Chowdhury and Miah, 2019). Apart from the language used for the transfer of information, communication skills also take into consideration your body language, eye contact, listening skills, etc. I never keep my hands in the pocket while talking to someone, as it reflects a careless behaviour. I stand straight with an open body conveying the idea that I am open for the conversation. I try making eye contact with the speaker, delivering the message that they have my full attention.

To improve my communication skills, I work on my confidence and my language. I try to master the English language as it is the most widely used language in the work sector for the exchange of information (Mohan et al., 2018). I often watch English movies with subtitles and join online language classes to improve my English-speaking skills.

Problem Solving - It is the art of finding solutions. There are some key points that I keep in mind while solving problems. The answer should be sustainable. It should have a long-lasting effect and shouldn't be a temporary one (Altrawneh, 2015). The solution used must be feasible that is under the general restrictions of the budget and time. Feasibility will ensure the accessibility and availability of my solution. The solution must be practical. It shouldn't be based on a bookish theory which cannot be applied in real-life scenarios.

To improve my problem-solving skills, I tend to develop and work according to an algorithm. Defining the problem statement clearly, listing all the restrictions. I try Shifting my mind towards

the origin of the problem or its causes instead of just thinking about getting the answer and making decisions even if they are wrong. I never wait for the right answers to come to my mind. It can make anyone's progress stagnant. I believe in making mistakes and learning from them. Finally, I keep practising.

Creative and innovative thinking: This skill allows me to find unconventional ideas and solutions. In this online era, everyone has got information under the tip of their fingers (Hendrawan and Daryanto, 2019). One can find almost each and every solution on the internet. So, to shine and stand out from the crowd, I work on my creative thinking skills. While finding a solution, I remove all the restrictions and barriers. Running my mind in every direction and thinking like an amateur. I try to think of new ways in each step of problem-solving. I try to get the perspective of people outside my domain. I have developed a habit of long thinking, going outside the box, linking new things, and solving the problem step by step.

Qualities Required To Be Employable

Leadership qualities: Being a people's person, I understand their emotion and can manage them to work towards a common goal. I invest in relationships to strengthen trust. People tend to share problems with me (Misra and Khurana, 2017). I motivate others to keep moving forward. Being from an army family, I expect and try to maintain discipline. I respect others and treat everyone equally.

Ability to work under pressure: The best thing I have learned from my engineering life is to work under pressure. I don't get stressed quickly and try marching forward, keeping my calm. Pressure does not affect my work.

Confidence: I believe in myself and try to remain confident. Doubting yourself never helps. Have faith and go for it. I do what I think I should do. I can take constructive criticism with a smile on my face. You will never need to worry about sugar coating your words while giving me feedback.

Organization: Being a developer, I like things neat, clean and easy to follow. I can't work in a chaotic environment. Making headings, subheadings, folders, and files is like second nature to me.

Negotiation and persuasion: With my excellent communication skills and people-friendly behaviour. I read their mind. I can work out a deal while keeping in mind the profit of both parties.

IT skills: Being a computer science engineer, I am comfortable with most of the general software such as Microsoft Office, Adobe Photoshop, Adobe Illustrator, Canva, Spreadsheets, Microsoft teams and many more.

Different Types Of Skills

I have developed some hard skills through education and training. I learned these hard skills to make myself more employable. The hard skills that I have are computer technology, hard communication skills, project management, and mobile development. In computer technology, I have knowledge and experience of the operating system, presentation software, and spreadsheets. I have experience in the Windows Operating system. I have worked with Word processors such as Google Docs, and Microsoft Word. I have presentation skills and have worked with PowerPoint software. I have experience in organizing and presenting ideas using PowerPoint. I know spreadsheet software such as google spreadsheets and excel and I have worked with it in the past. I have hard communication skills such as copywriting and knowing a foreign language. I can communicate in Spanish. In copywriting, I have a wide vocabulary, research skills, and the ability to see things from many different perspectives. I am detail-oriented and can spot the error easily.

These constitute the general skills required to socialize and work with others. They help in building positive and trustworthy relations with your colleagues and friends. Technical skills might land you an interview, but without soft skills, you won't be able to get through it. These skills also increase the productivity of the employees. Different social skills are required for different jobs. Following are some broadly defined skills which you need in every job.

A good team player: I know my role in a team and try to deliver on that. I make decisions towards the common goal. I understand that each person has a different work style, and it might contrast with mine. But having a different style doesn't mean it's wrong. Keeping myself open for new ideas, I respect other's thoughts and opinions

A good work ethic: Focussing on my job, committing to deadlines and never procrastinating are some of my qualities that I am proud of. Apart from just doing the job, I make sure that I am doing it right.

Flexible: I can quickly adapt to changes. Even if I am not comfortable with or like the idea of change, I will surely give it a try at least. The world is changing at a swift pace. If I keep on resisting changes, I will be left far behind.

A positive attitude: I always try to be optimistic. I never let the negative thoughts take over my mind. Even in the darkest situation, I look for a ray of light which helps me keep moving. This attitude improves relations with friends and family.

In project management, I have skills in contract management and procurement, risk management, monitoring and evaluation, budgeting and scheduling, and planning projects. I know about the activities that are required for fulfilling the contract. I am familiar with converting the needs of the project and business into the desired product or service. I know about the different stakeholders in the project and how to communicate with them along with managing them. I know how to deal with conflicts among the stakeholders and have experience in using the tools for effective communication. I know the processes of risk management and the framework. I know how to use different project performance metrics. I have used metrics such as Schedule Variance, Planned Value, and Earned Value in the projects. I have read Project Management Body Of Knowledge and have knowledge of project control and project execution. I have made projects in the past using different project management methodologies. I am aware of different methodologies and how it is implemented in the project. I have learned agile project management and its principles. I know how to break huge projects into small parts to develop and deliver value. I know about scrum, its different roles, events, and artifacts.

I have technical skills in mobile development. I have developed an application in android studio for the final year project. I have an android development work experience. I can design a high-quality user interface of an application. I have used firebase and managed the data of the application. I know about the firewall and its features. I have knowledge of different operating systems and can develop cross-platform applications. I have a data structure and algorithm skills. I know how to organize the data to solve the problems. I have learned different algorithms such as sorting algorithm, bubble sort, merge sort, selection sort, and many more. I know many programming languages such as JavaScript, C, C++, Ruby, PHP, Python, Java, and HTML/CSS. I have used GIS software and know about making maps using the software. I have also used Power BI software in Business Intelligence. I have experience in coding in text editors. I have used Sublime Text and Notepad ++. I have worked with the Integrated Development Environment such as Visual Studio, PyCharm, and NetBeans.

I have knowledge of the basics of networking. I have learned client-server architecture and different types of protocol. I know about the different IP addresses, MAC addresses, and classful and classless addresses. I have learned green computing and I am aware of the impact of computers, data servers, and other devices on the environment. I know about the Information Technology Cyber laws and am aware of different sections and provisions. I have Security in Computing skills. I have learned about different types of attacks and how to use methods to prevent these attacks. I know about unit testing, integration testing, and system testing and have conducted these tests on my project. I have learned the Internet of Things and worked with Raspberry Pi and Arduino. I know about Cisco Packet Tracer and have done practicals with routers, devices, and connected them. I have Software Development Life Cycle skills and have applied it in the projects. I know about the different phases of SDLC in detail.

Swot Analysis

Strengths

My strengths include team management skills and strong technical skills and my enthusiasm to keep learning and improving.

Weaknesses

My weakness would be the problem solving skills that need to be brushed up a little bit.

Opportunities

According to the development plan, I have to focus on having a healthy schedule and learn more about designing to enhance my mobile development skills.

Threats

My suggestion indicates there are some basic employability skills that need to be improved right now and currently I am working on it.

Personal Development Plan

Inspiration starts from the littlest of things like our classmate being determined to learn and pass their papers to getting an internship in one of the top 10 companies. As for any student, their skills and the way their voluntary experiences can help them explore and ace them. It is true that learning equals inspiration. When one learns more, they get the motivation to take up the harder steps to face the challenges. This gives the confidence to face it all.

There is ample evidence as to how setting a proper set of challenging goals can bring positive outcomes. This does not mean a student is ready to achieve these goals. This is where a good learning experience matters. I have always been a student who believes in being optimistic and learning if I lack in something instead of complaining about the same. I do it with the proper plan and discipline and I have the tendency to accept if there is something I am not good at. This ability to accept things as it is without being egoistic helps me learn and develop and I have personally experienced my gradual improvement of personality and skills with that.

Conclusion

I would like to review and update my personal development plan according to the accomplishments I have made and make sure I reach my goal either way. I understand that I have

a lot of improvements to make when it comes to employability skills and even the skills I process must be improved if I have to face the workplace pressure. The same is the reason why I am willing to invest efforts in coming up with better personal development plans whenever required.

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