

Break down structure



Throughout my life, I have seen many ups and downs but one thing which life has taught me is to set priorities. We learn and enhance various skills throughout our life but according to my perception, if you learn to set priorities then you are successful. I lost my father while I was studying in second year of Bachelor of Commerce. I've worked in different sectors in past five years and I've invested significant efforts in succeeding wide knowledge in management industry. I began as an Operations Executive; I was promoted to the position of Subject Matter Expert and then finally as a Project Manager.

Since then, I have developed a great deal of knowledge and strengths. My learning style has enabled me to take advantage of learning opportunities, and use the newly gained knowledge and skills on the job, learning through their application. My greatest strengths are my adaptability to change, teamwork, and high work standards. I also know that there is always a scope of improvement in my growth. These areas include my communication skills with people and managing priorities.

My team work is my biggest strength because I believe we always work with a team and that is the first ability we develop in organization. I would also consider adaptability to change as my strength because I've learned to maintain effectiveness when experiencing major changes in work tasks or the work environment. I was assigned a complete unique role in my previous organization as a " Translation Coordinator", and due to this strength I was able to adjust effectively to the new work structures, processes, and requirements to adapt to this change.

No doubt, it took some time to understand the new methods and techniques but I was able to cope up with this change. I basically treated the change as an opportunity of learning and growth, focused on the positive aspect of the change, and spoke positively of the change to others. I was given a name as “ people’s choice” when I was working for Time Warner Cable (USA largest cable service provider company). This is because I was loved by my office staff. I was hired as a customer care executive and with me there were 50+ employees in my department.

I managed to maintain good reputation with all my colleagues. I was able to establish a positive working relationship with individuals within or outside the workgroup. I’ve maintained good interpersonal relationships resulting in getting to underlying, unspoken issues and confronting them with minimal defensiveness, hostility, or alienation from others. I proactively attempt to build effective working relationships by showing respect and appreciation for people with varied backgrounds, interpersonal styles, and perspectives.

I always believe in maintaining healthy relationship with people who actually care for me. One might be having 5000+ friends on Facebook but we have to ask our self a question. Are they actually our friends? Do I interact with them on regular basis? Do I meet them on regular basis? The answer will be no. Quality matters then quantity which is why I’m still in touch with all the colleagues from my TWC department and because of this quality I was given a name as “ people’s choice”.