

Assignment 4

Being engineering student, it is utmost important for us to develop good interpersonal skills as we often have to work in the teams at workplace. During the internship at Swaraj Engines Limited which deals in the supply and manufacturing of diesel engines, there were various departments. Working there, I had to co-ordinate with all the departments as well. I have developed most of my soft skills during internship which was a part of our curriculum while I was pursuing bachelors in mechanical engineering. I am suitable to be hired for the position of engineer at EDA as I have good interpersonal skills and high level of computer literacy skills. I am also determined having the ability to complete the task within stipulated timeline.

Communication skills and planning skill

In the last semester of graduation, after the completion of internship, we had to present the report of the internship. I wrote the report myself using MS Word as I was deeply indulged in the training process. For preparing report, I used to make notes from each training session and then merge at the end of every weekend. Finally, I wrote my learning from the internship into the final report as per the specifications.

Problem solving skill and computer literacy

Recently, as well, while working for final report, according to the proposed solution, I had to modify the designs of the existing aerating system. Using Solidworks software, I made all the changes in the design. Also, I prepared the complete report myself using MS Word which included insertion of special symbols, images and so forth. It was also formatted according to the specifications provided. After thorough analysis of this report on each parameter, I submitted it, and as a result, it was accepted successfully.

Writing skills

During the internship at Swaraj Engines Limited, it was strictly advised that any formal communication should be made through e-mails only. So, gradually, I developed the skill of writing precise e-mails for proper communication. While reading others' e-mail, I also used to observe their writing style. Gradually, I acquired the skill of writing e-mails professionally to share the information with different departments. In fact, my training head complimented once in a meeting that I write good e-mail.

Working Independently

During my internship, while manufacturing of engines, I was usually given small tasks which I had to get done by the workers within a certain time. Often, I was successful in competing the tasks. In the planning phase, I decomposed the work into simpler tasks. Then, I identified the tasks which could be carried out independently and quickly. I found that this helps in reducing the time for the entire project. In the execution phase, firstly, I focused on accomplishing the tasks which could be done independently and quickly. I made the small teams and distributed those tasks to those smaller teams. Then, I focused on complex tasks. Finally, I integrated all the tasks in order to accomplish the entire work.

Interpersonal skills and Working in Multi-disciplined team environment

During my internship, once my training head who was project manager of production department had to go a long break. Being in regular touch with him professionally, I was given the responsibility to manage his work by the company management. With the help of observation and with co-ordination of senior personnel, I took that opportunity as a challenge and prepared myself for the same. I coordinated with all

the team members and took the leadership. While maintaining continuous coordination with other teams, for example, inventory and quality, I proceeded the task following Standard operating procedure (SOP) of the department. Meanwhile, I kept updating senior professionals in management and other departments about the process status. This way, I was able to successfully manage the work in his absence without any discrepancy. Later, I was appreciated by the CEO of the company for good job in the absence of Project Manager.