***15 points on my skills:-***

***Every professional demands specific skills and being a social media manager has no exception to this rule.***

***Social media skills are traits and abilities to create convey marketing material on social media platforms to achieve a business goal.***

***Let’s begin:***

***1)Soft skills: soft skills are abilities that make you an ideal employee, aside from the necessary on the job qualifications. It’s the soft skills that display a candidate who is not only experienced but also has the making of a successful and hardworking employee. Some of them are critical thinking, leadership excellent writing and verbal communication, listening skills, flexibility.***

***2)Technical skills: Technical skill comes with experience and learning in specific fields you have chosen. It can be developed better with practice. Some of them are Ms Office, Email, Google Drive, Writing, phone skills.***

***3)Team Work : Collaborating well with your supervisors and co-workers is necessary for a business to run smoothly. Good teamwork is the backbone of all successful projects. A good team player will often display – cooperation, listening skills, open mindedness, patience.***

***4)Work Ethic : Work ethic is a broad soft skill that addresses many important qualities a good employee should have. If you’re the type of person who is very focused and motivated when it comes to work, you probably have an excellent work ethic. It includes professionalism proper work attire discipline attention to detail Motivation Trustworthiness Adaptability.***

***5)Communication : Communication is the heart of many prosperous endeavors. Communication is how team leaders set expectations and associates articulate ideas. Communication skills go hand in hand with many other soft skills such as Effective leadership, teamwork, problem solving.***

***6)Dependability : A reliable employee is a supervisor’s favorite kind. It’s probably one of the most desired qualities of a human being. You should come up on time, complete your responsibilities before a deadline, and do the job you’re hired for.***

***7)Adaptability : Adaptability is a willingness to learn more and adjust when needed. An adaptable employee welcomes innovation and change in the workplace . New things can be frightening, but employers want to know you won't crumble under the pressure.Adaptability involves A positive attitude, critical thinking, easygoing nature, creativity, communication, teamwork.***

***8)Fkexibility : As we all know what happened in 2020, unexpected things can happen anytime and anywhere. It means we have to be openness towards new tasks or projects. Without loosing confidence we have to maintain our flow to be a valuable asset of the company.***

***9)Problem solving : Today problems are the major part of life and eventually we have to face them everywhere. It can be a minor or a major hassle we have to handle those difficult situation with patience and plan. Managers do not want to hire employers who will fail or goes under stress or ignore them but instead fix them. A good problem solver involves decision making ,analytical skills, creative thinking, collaboration, time management, persistence.***

***10)Research skills : A lot of position today require some knowledge of internet research. We go through various available positions in our field before applying for a job. Even before writing for this project i had a lot of research about social media management skills. Employers like to know that you feel confident with research being part of your job description.***

***11)Creativity : Creativity includes generating new ideas, brainstorming unique solutions to the problems, willingness to experiment, improve workplace processes.***

***12)Integrity : I feel integrity is the most important soft skills that is useful for life outside work. An employee with integrity means they are honest, adhering to employee ethics, implementing good judgement and always being dependent. Workplace integrity includes ; treating co-workers, supervisors, and suboridinates with respect, creating your best work possible, honest communication, performing all job responsibilities, adhering to set deadlines.***

***13)Strategy planning : You will need to understand the big picture. How search content and social media all works together. You will need to outline goals, define your target audience and know what platforms will help you scale your efforts.***

***14)Writing skills : Great writing skill is also a major part of management skills. Writing engaging introductions,structuring your texts for essay reading online , the creative way of headline writing are all a part of this skill.***

***15) Leadership and communication skill : Keeping the management informed.The motivated team and excited customers is a art of communication. This includes presentation skills both verbally and written. A social media manager needs to manage that means they need to be a leader.***