

Sample SOP_MBA

If one were to ask my friends to describe me they would describe me as a very pleasant, diverse, active and intelligent woman. I think one of my most distinguishing characteristics is the diversity of experiences I possess. I am a science student with a flair for the arts. I am a woman with technical aptitude and an interest in management. I also have a passion for traveling and understanding different cultures of the world. All these elements have given me a very broad outlook, with varying degrees of knowledge in a range of topics. I strongly believe that although some are not related directly, all these qualities will influence my graduate work.

My Engineering degree has given a strong foundation to my analytical skills since civil designing involves a lot of long, complex and intricate calculations and the application of basic math skills. Over the past four years, I have been working part-time with my family firm, SnMTech Systems. I am also the co-founder and active member with FOE - Friends of the Environment. I have assisted in the installation of Enterprise-wide Resource Planning (ERP) System at Blotech, a major Engineering Company. More than what I have studied in school and college, it has been these experiences that have shaped the person that I am today.

I believe that this unique blend of experiences has made me a woman with an original point of view. This blend has given me a broader perspective to and a good understanding of life and a goal to aim for. Among other things, I have this diversity of experience to offer Utah University. My most substantial accomplishment has been the success of the software upgradation project that I managed at SnMTech Systems Pvt. Ltd., New Delhi, where I have been working as a part time Associate Intern - Management Information Systems since 1994.

During the first two years of my work at SnMTech, I had an opportunity to observe and work with the existing system being used. Some of the software packages being used were outdated versions. I have always been in touch with the latest software packages thanks to the powerful PC I have at home and am quite used to working with a Graphical User Interface (GUI) environment. At the office, there was great deal of chaos while preparing reports that involved use of more than one software since compatibility between packages usually posed a problem. The difficulty we faced putting different files together led to the final report appearing rather haphazard sometimes.

I believe in providing and maintaining non-negotiable high standards and service. I recognized that shifting to a newer GUI based software would not only dramatically improve our documentation quality, but also increase productivity at the workplace. Presenting the pros and cons to the management of the upgradation was a very challenging task. I was asked to prepare a proposal regarding the upgradation of the firm's software. Initially, I imagined this project would be rather simple but it turned out to be among the most challenging and rewarding experiences of my life

Through a firm-wide survey of operators and several one-on-one discussions of their own preferences and solutions, I found that while everybody wanted an upgradation, they had doubts since they would have to learn a whole set of new skills. In order to prepare a budget, I procured quotations from various vendors and analyzed possible combinations. I realized the necessity of a training course for the operators because most of them were not familiar with the GUI interface. I examined the various training classes that offered private in-house training for the employees. After a detailed analysis, I presented my report to the management in the next meeting. They were pleased with my efforts and pleasantly surprised at the cost of the project since it seemed to be comparatively less than what they had anticipated.

Once I was given the go-ahead, the next hurdle was to implement the proposal and coordinate the upgrading. To avoid any disturbance to the company's work, training sessions were planned after working hours. The upgrading took a week and the training of the operators took another two weeks. The really tough period started once the training personnel left. The management felt that it was my responsibility to see that the operators didn't face any problems once they actually started using the new software packages. I put in 60 to 70-hour weeks for the next three weeks before everyone was comfortable with the new system. While the benefits of using these packages were not immediately tangible, a few months later our clients acknowledged that the quality of the reports we sent them had improved considerably. In fact, a year later our firm decided to upgrade all of its software packages. I consider this to be a tacit compliment for my efforts.

This project required me to believe in myself and in what I thought was good for the company. I had to take a pro-active approach, take the initiative and play a leadership role in motivating people and executing the project to completion. A good manager is one who can figure out where the problem lies, deal with it effectively by involving all the members of the company and improve the overall culture of the company. The problem I saw at SnMTech had to be resolved to sustain the company's image. The fact that I was able to pull off this task alone has boosted my confidence in my abilities.