ACE PRACTICAL PORTFOLIO

- Student name: Kaloyan Dzhambazki
- Student ID:2008334
- Module No: BMSW 4001_Lon
- Tuitor: Timothy Hopkins

Knowledge	Personal Experience
• Business Management college • Travel and Tourism college	• Work with Microsoft office • Organisation skills • Search skills • Communication skills

ANALISE OF MY ACADEMIC AND EMPLOYABILITY SKILLS

My personal SWOT Analise

Strengths	Weaknesses
• Organisation • Team worker • Under the pressure take the right decision • Good in time management /Study organisation • Motivate to learn new skills	• No work experience. • Skills in process
Opportunities	**Threats**
• Academic writing reports • Public speaking the course in University • Communication started in college and continue in University	• COVID 19 effect to the Global economy.

PERSONAL DEVELOPMENT PLAN

- Short term:
- To finish this course
- To gain knowledge
- To gain more skills employer desirable

- Long term:
- To finish university
- To get a better job

PUBLISHED LITERATURE

- Advantages for seeker changing career
- Using transferable skills:
- Communication
- Academic writing
- Skill in using Business platform
- There are still sectors in economy looking to hire employees
- Sales
- Marketing
- HR recruiter

REFERENCES

- Bachhus, E(2010) Careers Blog *The Guardian*, 29.06.2010, 12.47 BST (Accessed 13.10.2020, 15.15)
- https://www.indeed.com/career-advice/career-development/top-job-skills (Accessed 20.10.2020, 13.00)