

Student Name: Ruxana Balasa

Student id Number: 2017646

Module: Professional and Career Development

Module code: BMSW 4005

Assignment Title: Portfolio of work – Task 2

Lecturer's Name: Besty Jose

CURRICULUM VITAE

Name: Ruxana Balasa

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Summary: I carry the experience of 4 years serving as a Production Operative. I have also worked as a technical operative and Warehouse operative. I have also worked for 2 years as a supervisor in the hospitality industry. I have learned to work effectively that will help my organisation and train me to manage a team.

Working Experience:

I have worked in Faurecia, Decoma, Mayday (Paintbox and Firstline), Findmagift and Cleenol as a production operative for 4 years.

I have worked in Poundland as a Sales assistant for 8 months.

I worked in Premier Inn hotel for 2 years as a supervisor.

I have also worked as a technical operative at Avara Foods.

Education

I have learned Autocad from Technical College Matei Corvin.

I am pursuing my Higher Education in Health and Social Care from the University of Wales Trinity Saint David.

Hobbies

Travelling and exploring to meet new people and know traditions, reading and swimming.

Cover Letter

Dear Sir/Madam,

I would like to enlighten you that, I, Ruxana Balasa, want to apply for the job role that your organisation, is employing. I worked as a production operative for 4 years in different organisations. After that, I have worked as supervisor in the hospitality industry. Later I have also shown my skills as a technical operative and warehouse operative at Avara foods and Hello fresh. I have served for 8 months as a Sales assistant in Poundland. I have achieved several skills that are necessary to be an effective Product Development Manager.

I would like to show the expertise that I have learned through that period.

Communication skills: I achieved good communication skills as I am good in the decision-making process and distribute them to my team. I have also learned to take opinions from the team members before making the final decision.

Leadership skill: I served as a production operative for 4 years. Through that time, I have learned more about leading a team and how to effectively handle them to get productive work. I have directed the team by training them in active listening, by listening to their needs and wants and also by listening to their opinions.

I am looking for a better opportunity to grow my career and support the future growth of my career. I think my career will flourish more if I work in your organisation and DCSL will get benefitted from utilising my skills and experience. I would be highly thankful if you look into the attached CV. I would work proficiently that would work as a benefit to your organisation.

Sincerely,

Name Ruxana Balasa

Personal Specification

Title of the Job: Product Development Manager

Job Requirements	Crucial	Required
Qualification	1. Certification from the business of the administration or any other courses which are related to business administration. This would help in managing the work in an easier way. 2. recognition from the MBA. This would make sure that the candidate is well aware of the business operations and its different functional activities.	1. Needs to have the training for emergency first aid. 2. The candidate should also have the proper training regarding the Marshall.
Knowledge	1. Needs to have experience in marketing so that the market can be properly analysed. 2. Managing the budget that has been allocated for the overall project. 3. Needs to have the proper knowledge regarding all the safety and the first aid measures.	The candidate should also have the proper knowledge regarding the different languages which will ensure that the other employees are able to communicate freely regarding all their problems.
Skills	1. Needs to have the ability to manage and solve the problems efficiently so that the reports can be produced efficiently. 2. The ability to think critically will ensure that all the requirements of the customers can be met.	

	3. Proper knowledge regarding the business and finances of the organisation.	
Experience	4- 6 experienced years	
Special Attributes	Experience to manage the team efficiently and producing the budget in accordance with the business requirements.	
Personal Qualities	Effective, and the leader should be efficient and organised as well.	

Job advertisement

We are one of the most successful organisations in the competitive environment of the UK which is related to the production of different medicines within the organisation and the candidate will need to participate in all the activities of the organisation and ensure that the organisation is able to achieve all its target.

The salary which is currently being offered by us is around £50000 for the individuals who are willing to work for at least 41 weeks a year. The role of the manager of developing a product would be to gain the knowledge regarding the necessities of the patients and bring the necessary changes in the products.

You will be required to work with the employees at the senior level and you will also have to create your own team. The management of the team would be your sole responsibility and proper planning is also required.