

ASSIGNMENT 1

ACADEMIC SKILLS

BMSW4001



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OVERVIEW

Swot analyses

Academic skills

**Time
management**

Conclusion

Analytical Skills

**Curriculum
vitae**



Introduction

1. Understand and analyze the financial statements.
2. Learn the main topics about accounting
3. use of accounting principles.
4. Futurely open my own company
5. Be able to manage working time



SWOT ANALYSIS

Strenghts	weakness	Threats
Time managment	summaring	Apresentation
Paraphasing	Public speaking	war for talent
Maths		

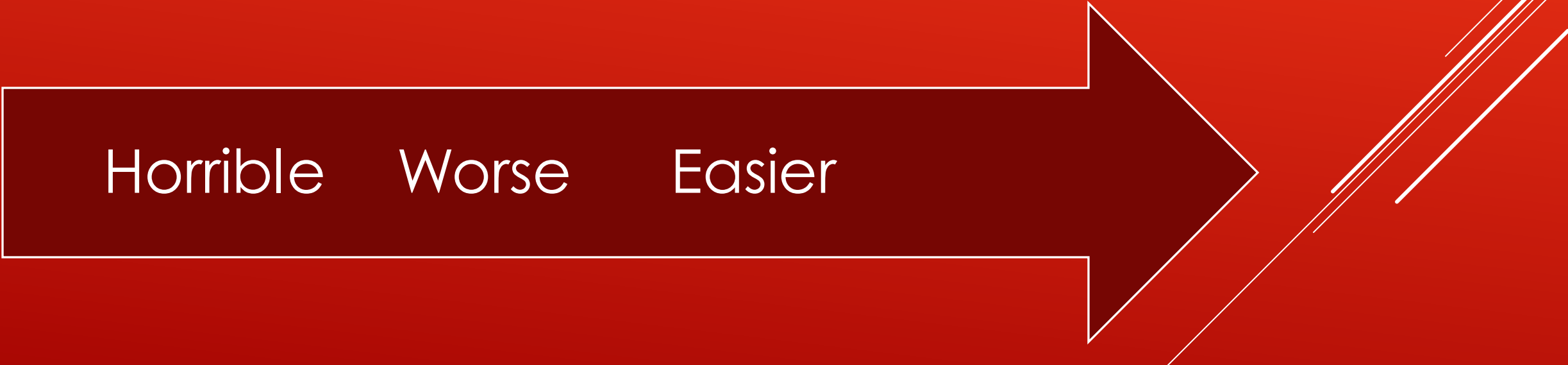
ACADEMIC SKILLS

- organisational skills and ability to manage deadlines.
 - teamworking ability.
 - communication and interpersonal skills.**
 - analytical ability
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Time management

Rule eisenhower

Horrible Worse Easier



- A well done curriculum is one that is complete
- It should contain quality content
- firstly, praising the professional skills developed
- information that is of most interest to contractors.
- Guarantee the target (therecruiters)

CURRICULUM

VITAE



How I improve my weaknesses

Public speaking

- Train with people I trust.
- Speak slowly
- Rehearse
- Be prepared and safe

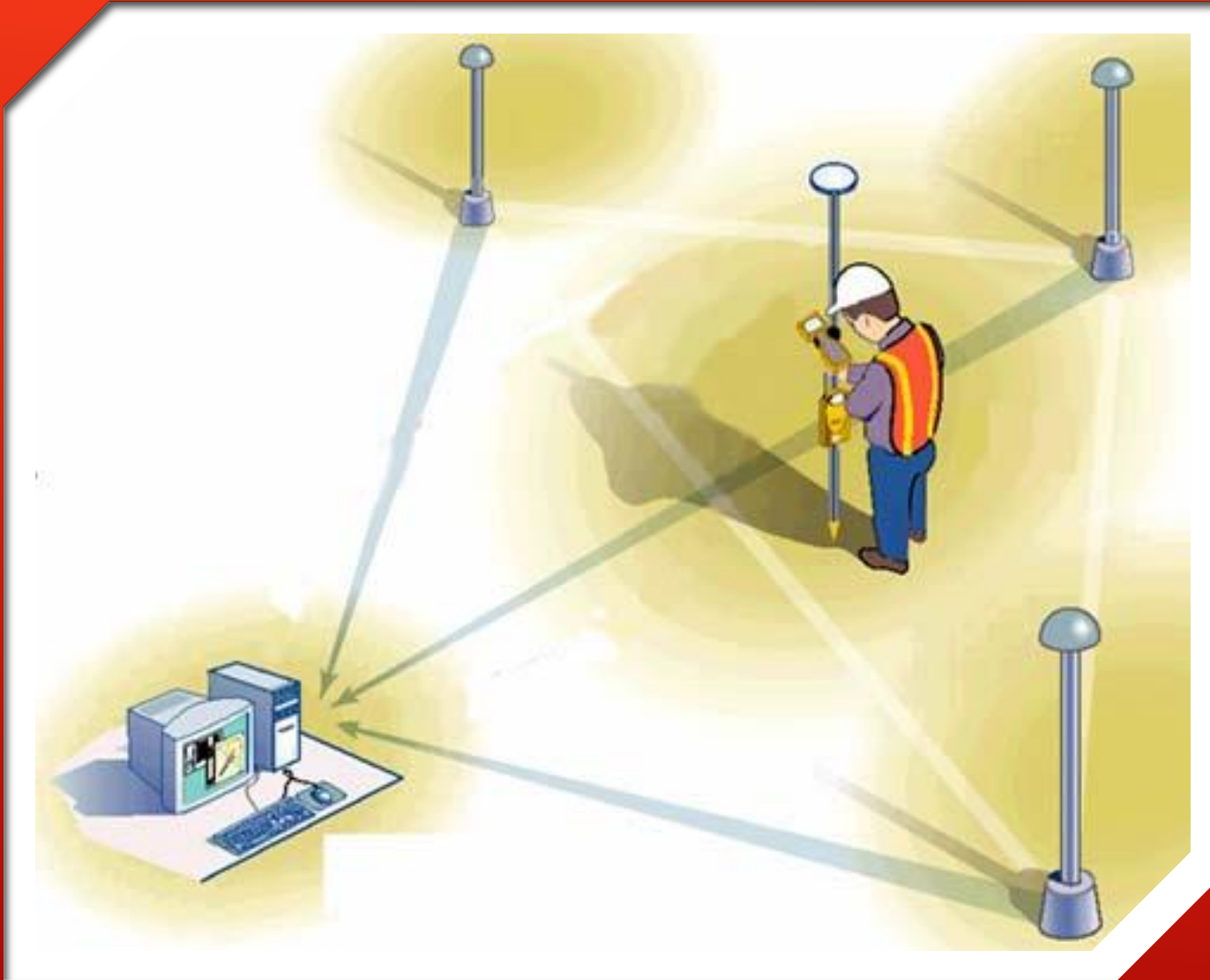
CONCLUSION

This academic skills helped me to have more confidence, teaching me how to write a report starting with the introduction, to reflect and draw a conclusion. I learned to manage my time and start the day with the most difficult tasks. In the future I plan to do a degree in accounting to be able to open my own company, because I always liked math.

REFERENCE

- Education (2020)
(<https://www.chalk.com/>)
- Arthur (2019) on graduates from
all disciplines

<https://targetjobs.co.uk/careers-advice/job-descriptions/276909-accountant-job-description>



*Thank
You*

