

BUSINESS ADMINISTRATOR AS MY INTENDED CAREER

ACADEMIC AND EMPLOYABILITY SKILLS

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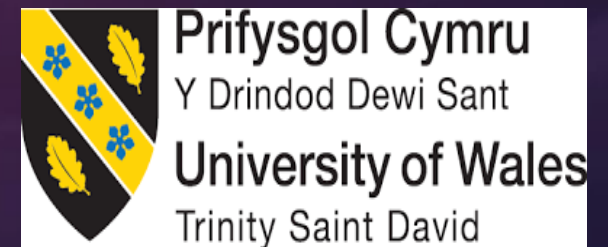


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1. BUSINESS ADMINISTRATOR AS MY INTENDED CAREER

Business administration definition:

Is the work of managing an organization's resources, time and people.

(What is Business Administration?, 2021)

2. DUTIES AND RESPONSIBILITIES:

1. Research and identify new business opportunities
2. Generate leads and cold calls to prospective customers.
3. Understand the needs of the customers.
4. Have a good understanding of the business products or services.
5. Train members of my team.
6. Discuss promotional strategy and activities with the marketing department.

(Business development manager job profile | Prospects.ac.uk, 2021)

3. PERSONAL SWOT ANALYSIS

INTERNAL FACTORS

STRENGTHS

- Communication
- Honesty
- Adaptability
- Persuasiveness
- Motivation

WEAKNESSES

- Language barrier
- Decisiveness

EXTERNAL FACTORS

OPPORTUNITIES

- Possibility to work in large organisations
- Competitive advantage
- Potential for owning your own business.

THREATS

- Lack of knowledge and experience
- Competitive environment

4. BUSINESS ADMINISTRATOR SKILLS

- ▶ Delegation
- ▶ Communication
- ▶ Negotiation
- ▶ Strategic Planning
- ▶ Leadership
- ▶ Analytic
- ▶ Sales and Marketing
- ▶ Financial Management
- ▶ Time management
- ▶ Team building

(Business.com.2021)

5. MY SKILLS

- Communication
- Negotiation
- Team building
- Sales and Marketing
- Leadership
- Time management

SKILLS TO WORK ON:

- DELEGATION
- STRATEGIC PLANNING
- FINANCIAL MANAGEMENT
- ANALYTICAL

6. LEARNED SKILLS ON THIS COURSE

1. Time Management
2. Reflective Thinking
3. Reflective writing
4. Reading
5. Academic Writing
6. References

7. CONCLUSION

My idea is to continue gaining knowledge and start managing people's businesses in order to acquire the necessary knowledge to be able to manage my own business in the future, in the property industry.



8. REFERENCES

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