

MY JOURNEY OF BECOMING BUSINESS MANAGEMENT SPECIALIST

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Assignment Title: Ace Practical Portfolio

WHAT ARE ACADEMIC SKILLS?

- Time Management.
- Essay Writing
- Research
- Learning Strategies
- Study Habits
- Problem Solving
- Data Statistic
- Communication
- Representation
- Organization

SWOT ANALYSIS OF MY ACADEMIC SKILLS

I will analysis my academic skills which are:

- Problem Solving
- Data Statistics
- Representation
- Communication
- Organization
- Time management
- Responding to and asking questions
- Essay Writing

Strength: 1. Problem Solving 2. Data Statistic 3. Organization 4. Essay Writing	Weakness: 1. Communication 2. Responding to and asking questions 3. Representation 4. Time Management
Opportunities: 1. Studying and reading books 2. Being more Active in classes 3. Practicing talking and presenting in front of people	Threats: 1. Losing Focus while classes 2. Playing on mobile devices

WHAT ARE EMPLOYABILITY SKILLS ?

Example of employability skills:

- Adaptability
- Motivation and initiative
- Resilience
- Ability to work under pressure.
- Professionalism and strong work ethic.
- Reliable
- Good communication.
- Teamwork
- Patience
- Time Management
- Leadership
- Emotional Control
- Following Instructions

SWOT ANALYSIS OF MY EMPLOYABILITY SKILLS

I will analysis my academic skills which are:

- Good communication.
- Teamwork
- Patience
- Reliable
- Time Management
- Adaptability
- Leadership
- Emotional Control
- Following Instructions

Strength: 1. Teamwork 2. Patience 3. Reliable 4. Adaptability 5. Following Instruction	Weakness: 1. Leadership 2. Emotional Control 3. Time Management 4. Good communication
Opportunities: • Being teach by a supervisor or manager • Making a timetable with hours so I can comply with it • Being able to speak openly and not be feared of what I have to say	Threats: 1. I am losing self control as my emotions are winning sometimes and I expressed to colleagues that have nothing to do with it.

JOB DESCRIPTION OF BUSINESS MANAGEMENT SPECIALIST

Business Management Specialist positions have been a part of Business Management for the last few years. The positions were created to compliment the services provided by training coordinators, business managers and business office support staff.

The business management specialist positions perform a variety of tasks. Individuals in these positions may work on special projects, serve as temporary resources in departmental business offices during long term absences or vacancies, or may conduct business compliance reviews.

The business management specialists will also play a role in communicating business process improvements or best practices to the business manager community and are frequently involved in new training opportunities for the Treasurer's organization.



(Purdue University Research)

JOB REQUIREMENTS

Skills Required:

- Communication
- Management & Leadership
- Financial Intelligence
- Technology Knowledge
- Critical Thinking
- Problem Solving
- Creativity
- Reliability
- Teamwork

Qualification Required:

- GCSEs at grades 9 to 4 (A* to C) in math's, English and IT
- Sales Experience (1-2years)
- Marketing Experience (at least 1 year depending on company)
- Business management experience (2-4 years)
- Must have a degree in Business Management
- Preferred experience in IT management depending on job role

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WILL THIS CAREER SUIT ME ?

When I analyzed my Skills in the previous slides, I think I will be able to fit in this career. I will also do SWOT analysis with my skills and the company requirements/

Teamwork - Being able to work with people

Problem Solving – Shows you find solutions that are required for emergency situations

Leadership – Being able to lead your colleagues in the right way

Technology Knowledge – Understanding how to work with computer and managing some apps

Reliable – Being able to be trusted from your company and colleagues

Strength: • Adaptability • Reliable • Patience • Teamwork	Weakness: • Leadership • Emotional Control • Communication
Opportunities: • 90days Trial Period • Good colleagues	Threats: • Losing Emotional control • Lose Track of Time

HOW TO KEEP THE JOB ?

- Teamwork
- Good Communication
 - Problem Solving
- Passed my Trial Period
 - Control Emotions
 - Reliable
 - Leadership
- Technology Knowledge
- Financial Intelligence
- Enjoy what you're doing

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