

# **EMPLOYABILITY**

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## Curriculum Vitae

### **Personal Details:**

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### **Aim:**

Seeking a platform where I can showcase my skills, knowledge, experience and expertise and contribute to the progress of the employing organisation in the best and most efficient possible manner

### **Professional Summary:**

- A versatile and flexible Floor Manager who possesses a calm, rational and flexible frame of mind while ensuring the proper management of the teams to be monitored
- Possessing exceptional man-management and organisational skills, with experience in dealing with teams of large and small magnitudes
- Possessing the ability to take the initiative at planning and devising proper strategies pertaining to the overall monitoring, management and eventual development of the team
- Possessing the ability to adapt to the demands of planning various schedules and communicating with the necessary people in these aspects
- Possessing the ability to conduct the operations in a smooth and desirable manner, with the determination of a necessary degree of organisational and individual stability in the professional front

**Main Qualifications:**

- Capable of ensuring the smooth and effective management of multiple tasks and operations while maintaining a proper standard quality of the main tasks pertaining to the same
- Capable of managing the quick assessment of the main situation at hand in an organizational scenario
- Capable of mitigating the pressures of the various kinds of situations that Store Manager have to deal with on an almost every day basis
- Familiar with all of the latest computer and Information Technology applications, programs and software
- Expertise in computer applications such as MS Word, MS PowerPoint, MS Excel as well as all MS Office Suite applications
- Proficient in gauging the extent of the main problems and providing insightful solutions to the same
- Capable of meeting tight deadlines and maintaining a proper sense of calm in the most challenging situations
- Capable of working well together with the other members of the team as well as the employees under the Manager in a proper and efficient manner
- Capable of motivating the employees in providing their best in all situations and circumstances
- Capable of communicating with others in a proper, orderly and desirable manner

**Experience:**

- Working as a Manager in The Red Rose Restaurant in Basingstoke, Hampshire from 2012 to till today.
- Worked as a Head Waiter in the Essence of Spice in Ellsmerport from 2008 to 2011.

**Educational Qualifications:**

- Certificate High Education from the University of Wales Trinity Saint David, London Campus

In order to become a manager of an organization it is essential that I acquire certain skills and knowledge that would help me to in performing the role of a functional manager and would even put me in a good position for the selected role. Since it is ultimately the acquired skills and understanding about the responsibilities that is to be owned by a manager would determine my capability or rather would rate my performance abilities. One of the major skills sets that are required by a manager is regarding evaluation of the situation under which an organizational operates under both externally and internally. In addition to this leading a set organizational members or rather effective leadership is also among one of the major skills that are required for becoming an efficient manager.

### **Leadership**

For me to attaining the leadership it is essential that I first understand the role of a leader. For this I would like to understand a Leadership building Course in which I would be able to understand the diverse approaches to become a successful leader. Owing to the importance of an efficient leader I knew that in order to become an efficient manager it essential for me to attaining a strong leadership quality. With this quality I can undertake business operations easily as I can make my team understand the major aspects in relation to the work much effectively. With the leadership quality I can achieve the organizational goals much effectively by initiating the action in a positive manner (Schoemaker *et al.* 2013).

### **Analytical skills**

A manager is person that has to face diverse number of situations. Therefore in doing so the concerned individual has to evaluate every situation thoroughly to come up to a certain conclusive terms that would befit the organization in all the possible ways. Therefore in regards to this I need to understand the importance of analytical skills in becoming a successful manager. In order to acquire the skills in relation to a perfect asset I would like to use my past experience and even try to explore the different dimensions in relation to the concerned situation. The aspects would help me to brush up my analytical skills which is considerably exists in every individual. However to become an efficient manager it is essential that one improvises those

skills. With the help of the analytical skills I would be able to undertake decisions much more effectively since decision-making is one of the primary responsibilities that needs to be performed by a manager. Therefore before concluding on a decision I need to assess all the factors so that no such negative decisions are taken that would develop as a negative outcome for the organization. Therefore with the analytical skills I would be able to understand all the vital point in regards to a situation and even comprehend the positive and negative aspects in relation to the situation and then based on this I could deliver an effective decision. Therefore my decision-making skills would also be improvised by acquiring the major analytical skills (Craft *et al.* 2013)

### **Communication Skills:**

A suitable notion concerning the development of a tangible skill set is essential for an exclusive interpretation of the nominated elements. It can be indicated that the need of communication has been escalated with a normal alignment to the regular activities desired for the ensuring an effective performance as an organizational manager. The quality of the deliverables projected through an interface of the operational protocol is an essential element in the achievement of the objectives of sustainability. As opined by Gillis *et al.* (2014), the clarification of the organizational objectives to the individuals designated to the role of market management is an essential paradigm of an effortless operational procedure. The escalation of credentials through the profile of the applicant may aid an essential benefit to the modules of management. An identification of the operational basic through an exclusive interface of the relative propositions and embellishes of communication can be developed through an acute integration of the viable modules of sustainability. It can be indicated that communication is an essential influence to the achievement of the profit margins as projected by the organization.

### **Team Work:**

The achievement of the optimum productive limits by an organization can be promoted as a variable of the team's performance, which has been implemented with a strategic module for the achievement of a particular objective. Identification of the elements within the projected skill set can be demonstrated as an essential element of the management protocol defined through the

virtues of teamwork. Nomination of the intangible elements concerning the team members' modules of respective career goals can be promoted as a role of a manager. An essential influence of team's performance may aid in the achievement of the sustainability trends, which can be related to the escalation of the operational protocols along with a segregation of the modules (Tseng and Kuo, 2014). The gaps of productive protocol can be considered through an accurate interception of fundamentals of the operational protocol. The relation between the developmental profiles along with an acquisition of information related to the business environment can be attained through the respective productive capabilities of the team members.

### **Decision Making Skills**

As a leader of a team it is important to ensure the active and spontaneous response to a particular situation or simulation. An essential element in the achievement of the projected objectives of trade can be related through the inclusion of the analytical skill set in the problem-solving module of the functional unit (team). Therefore, the role of the leader lies in guiding the team members in case of a dilemma. It is also influenced by the elements interception justified as an arbitrary analogue of the operational procedure (Hardway and Stroud, 2014). The viability of the elements in the career profile can be precisely influenced by the leader's experience and his order spontaneous response to a crisis. The effectively of the operational module can be acquired through the outcomes of the decision being implemented in the nominated situation. Simultaneous adaptation of the arbitrary traits along with the minimal waste of the resources is also necessary for an effective demonstration of the decision-making skill set.

## References

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