

STUDENT : CAROLINE DELLMÉN

STUDENT NUMBER :2430925

COURSE : EMPLOYABILITY AND CAREER DEVELOPMENT .  
(LCLM4005\_LON)

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Task: 1)

### Business Development Executive

#### job ad 1

<https://www.totaljobs.com/job/business-development-manager/sbr-southbourne-rubber-job106399332>

#### Role overview :

- Key role
- Nurture new and old customers
- Drive new sales projects
- Increase profitability in the company from customer quote to delivery

#### Skills & Experience:

- Experience in the aerospace or defense sector.
- ISO 9001, AS9100D / quality management system.
- CRM Salesforce and SAP, Microsoft Office and general IT systems.
- Self-motivated, ambitious and able to work independently.
- Problem solving and decision-making skills.
- Fluent in English
- Good numeracy skills.
- Interpret drawings and specifications.

### Property / Facilities Operations Manager

#### job ad 2

<https://www.totaljobs.com/job/property-facilities-operations-manager/bbl-property-ltd-job106231229?r=6-Results>

#### Role overview :

- office / some home/site based work after establishment.
- Portfolio includes shops, restaurants and leisure facilities.
- Property management, FM, H&S
- HR and operational departments, including security, cleaning, waste management and landscaping,

#### Skills & Experience:

- Attitude and aptitude
- Experience from, property managers, property managers and others
- Operational experience and want to work on the client side for a leading property owner in London, please apply now for immediate processing and further information.

### **Project manager firestopping**

#### **job ad 3**

<https://www.totaljobs.com/job/project-manager-firestopping/latitude-recruitment-job106378056>

#### **Role overview :**

- ✧ Project Manager role in fire protection
- ✧ Manage fire protection and fire protection projects on construction sites.
- ✧ Control of fire safety regulations
  - ✧ Manage pricing, quotation and commercial control.
- ✧ Inspection to quotation to installation, certification and final handover.

#### **Skills & Experience:**

- ✧ Experience in managing fire protection projects or passive fire protection projects.
- ✧ Technical knowledge of penetration sealing, linear gaps, void barriers and separation.
- ✧ Experience in preparing quotations, calculations and commercial proposals.
- ✧ Experience in construction project management.
- ✧ SMSTS qualification and CSCS Manager/Supervisor Card.
- ✧ Ability to manage multiple projects

### **Head of Sales**

#### **job ad 4**

<https://www.totaljobs.com/job/head-of-sales/kingdom-people-job106242376>

#### **Role overview :**

- ✧ Sales Manager role
- ✧ Hybrid/office based role
- ✧ Long term customer development and performance of a high performing team.
- ✧ Reports to the CEO and is responsible for setting the overall ✧ Key responsibilities include managing major customers
- ✧ Marketing

#### **Skills & Experience:**

- ✧ Experience in leading, developing and developing a sales team in the national sector
- ✧ Proven experience in B2B sales
- ✧ Create accurate reports and perform data analysis
- ✧ Presentation, communication, leadership, communication and negotiation skills

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| simultaneously in real construction environments. |  |
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#### Task 1 )

These four job ads that I have chosen fit my experience and professional level of my work experience.

Job ad 2 and Job ad 4 meet every criterion that they are looking for such as, sales, leadership, from quote request to final agreement. team building, real estate experience, national and international market. Job ad 1 and job ad 3 are looking for the same but where it is required, among other things, certificates, but I believe that I have sold products and understand the installation with long experience that can be weighed up, key skills for all 4 are leading manager roles, budget responsibility, lead the sales team and the company's sales, , report to the CEO, also these job-based ads are office / remote ads.

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#### Task 2) **Self-assessment and personal strengths based on experience in my professional roles**

| <u>Dahl sweden AB</u><br><u>Team leader</u><br><u>/Account manager</u><br><u>2009-2018</u>                                                                                                                                                                           | <u>Jets Norwegien</u><br><u>Region sales</u><br><u>manager</u><br><u>2018-2019</u>                                                                                                                                                                        | <u>Solar sweden AB</u><br><u>Account manager</u><br><u>2019-2021</u>                                                                                                                                                                                                                                                        | <u>Kj HVAC</u><br><u>Consulting LTD</u><br><u>2021-2025</u>                                                                                                                                                                                                                   |
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| <p>☐ Actively participated in team meetings and discussions, providing ideas and feedback that helped drive projects forward and achieve our goals.</p> <p>☐ I built strong relationships with my colleagues and provided support and encouragement when needed.</p> | <p>☐ consistently met or exceeded my performance goals for the year</p> <p>☐ contributed to several key projects that helped the team achieve its goals.</p> <p>☐ consistently demonstrated a commitment to high-quality work and attention to detail</p> | <p>☐ willingness to go above and beyond to achieve success.</p> <p>☐ I consistently demonstrated a positive attitude and commitment to the team's success, even when faced with challenging situations or setbacks.</p> <p>☐ I provided constructive feedback to my colleagues in a respectful and professional manner.</p> | <p>☐ I demonstrated strong communication skills by keeping my colleagues informed about the progress of the project.</p> <p>☐ Took the initiative to help resolve conflicts or challenges within the team and used my problem-solving skills to find effective solutions.</p> |

Task 2) Evidence of Readiness:

My strongest employability I would say is **leadership**, I have always had a natural leadership quality since I was little to lead and delegate. It just comes naturally to me and something that I really enjoy so I would say that it is my personality. And it has certainly also grown stronger because I grew up in a growing family business which has also made me a responsible person, something that I see today as a great advantage. I am not just an employee who checks in and out of the office, I take responsibility for small details that I notice over the years have made a big difference in the business, this is something that I often get criticism from colleagues but praise from my managers. Communication is something that I stick to, I use it daily and I would say that communication is the be-all and end-all in all contexts, both private and professional. I also believe that people are more afraid of direct communication and it is easier to hide behind a screen or social media. While I am more direct and see it in a positive way if someone wants to communicate indirectly with me, even with communication we usually avoid misunderstandings, we get things done and the business can take the next step in the business.

**Planning and organization** are something that are highly prioritized, I think it is very important to plan your days and have routines both privately and professionally and it leads to success, for example during my 19 years in professional life I have always planned and organized various team meetings and very carefully that the team gets a detailed plan, what we are and what needs to be done, over the years I have been involved in building various stores and it takes a strong organization and planning to reach the deadline, and no one knows what to do then we will not meet the deadline, colleagues usually call “me the spider in the net.”

**problem solving** I would say that I am the queen of problem solving, I do not see problems but I see solutions, for me it is a simple equation. Over the years I have solved several problems such as, delivery problems, construction stoppages, infection and disagreement in the team, colleagues who do not want to take on a task. Whatever it is, I find a solution to the situation. I believe nothing is impossible!

**Competitive person** my competitive characteristic I would say probably comes from my private life, when at the age of 9 I started competing in horse show jumping and something that has made me a strong athlete today, I also believe that the previous characteristics that I mentioned are connected with the competitive person I am, and something that I have

brought with me to my professional life, to always perform at the top and take the business forward, to always see what you are good at, avoid those characteristics and be honest to work on the negative and what you are not as good at. and to always make sure to be better than yesterday which I know contributes to the business, the company being run successfully.

### Task 3 )

o Set employment goals: My employment goal is to be able to perform in England at the same level as I have done in Sweden professionally and to be able to apply for a job at a higher level, so my weaknesses are the language, I want to be able to communicate better, I want to be able to express myself at a significantly higher level, and I want my personality to come through much more. The reason why this is so important to me is partly that I both believe and know that if you can communicate in the language of the country you live in, everyday life will of course be much better both privately and professionally, I also feel that I have worked at a higher level previously in Sweden and my talent does not really come through because of the language. I can also add that as a child I had some speech and writing difficulties, for example dyslexia, but it is something that I have worked incredibly hard on and in Swedish it is not noticeable, however I notice it in English and I think there is also a little uncertainty,

The other part is that I feel very comfortable in England. I want to settle down here and then I think it is important to be fluent in English. I have had a goal for 6 years now that people should not think that I am Swedish, so instead I want them to ask which part of England I am from. When I get that question instead of the question which country are you from then I know I have succeeded!

To get better at languages I would say that it is very important to always speak the language, write, read and read daily newspapers about what is happening in the world.

Which I have done for several years and this has helped me, part of it was as I said also to start studying at university, but I was disappointed that very little English was spoken and those who were from the same country spoke their language even when we did the group work, which was really disturbing to me, finally I contacted the school and was allowed to change classes, so now it got better so for me it was a small part of the goal.

The next part of the plan is to set aside time and study English, practice more on grammar, set up a weekly schedule, and go to evening courses, and practice speaking in front of groups in English.

I have set a goal of 6 months to carry out these measures, and I will measure my progress with my job applications, as I believe that this is why I did not move on in the process because I cannot perform and express myself at that level I have worked on before .



