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PRESENTATION ON ACADEMIC AND  
EMPLOYABILITY SKILLS



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# Introduction

In this presentation I am going to share with all of you the skills I require to apply for the position of a financial accountant , and how I am going to gain those skills .

# Academic and Employability Skills

- ▶ Academic skills: are talents and benefit that advantage academic interests such as learning , inquire about , report composing and presentations .

( Simpllicable , 2021)

- ▶ Employability Skills :are the basic abilities , individual qualities and values that empower you to flourish in any work environment .

(Job Jumpstart , 2021 )

# Desired Position

- ▶ Financial accountant somebody whose work is to supply budgetary reports about a company's benefits, obligations , cash stream ,etc .
- ▶ The responsibilities of a financial accountant depend on the particular part they are performing and desires of their client or boss.

(helling, b., 2021.)



( Zuan Education  
2018 )

# Skills Comparison

Skills are the expertise or talent needed (Collins,2021 )

## Skills Required

- ▶ Analytical skills
- ▶ Good organisational skills
- ▶ The ability work alone or as part of a team
- ▶ Strong excel skills
- ▶ Good communication and interpersonal skills
- ▶ Mathematical skills

(reed.co.uk ,2021 )

## Skills I have

- ▶ Communication Skills
- ▶ Time management
- ▶ Problem solving
- ▶ Mathematical skills

# Skills to Discuss

## Mathematical Skills

Ability to perform mathematical tasks .

- Maths is important because helps us to have better problem solving skills .
- You have to be good at math to be an accountant.

( myjobsearch.com ,2021 )

## Time management

Is the method of arranging and exercising conscious control of time spent on specific activities, particularly to increase effectiveness.

(Indeed , 2021 )

## Analytical Skills

Ability to collect and analyse information

(Indeed,2021)

# 1. SWOT Analysis

SWOT Analysis is a strategic arranging procedure utilized to assist a individual or organization recognize strengths , weaknesses , opportunities and threats related to commerce competition or project arranging .(Mindtools,2021)

|                                                                                                                                                                                                                               |                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STRENGTH</b> <ul style="list-style-type: none"><li>• time management skills</li><li>• Deal with a wide variety of personalities .</li></ul>                                                                                | <b>WEAKNESS</b> <ul style="list-style-type: none"><li>•I used to leave my assignments for the final day.</li><li>•My weakness is my commitment toward work .</li><li>•I am not very competitive</li><li>• i am easily distracted.</li></ul> |
| <b>OPPORTUNITIES</b> <ul style="list-style-type: none"><li>• Practice languages</li><li>•I will go for my promotion at university.</li><li>•I will get good opportunity to create innovation in my family business.</li></ul> | <b>THREATS</b> <ul style="list-style-type: none"><li>• •Due to the work stress and tired might affect my studies .</li><li>• •I am afraid of not accomplishing my consider career .</li></ul>                                               |

# PDP ( Personal and Professional Development Plan

) is the investigation of the commitment “self ” (both personal and professional) to coordinate work with clients and other aspects of professional work’ (AFT, 2011, p. 8)

|                        |                                                       |                                                                                                                     |          |
|------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------|
| Communication Skills   | I want to improve my communication skills             | To understand and listen to others better .                                                                         | 08/05/21 |
| I am easily distracted | I am not able to concentrate when I am doing homework | Learn how to manage time and make a list of tasks in order of priority with what I am more efficient and productive | 20/06/21 |

# Conclusion

This presentation helped me understand what academic and employability skills are , comparing the skills required to become a financial accountant and the skills I have .

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