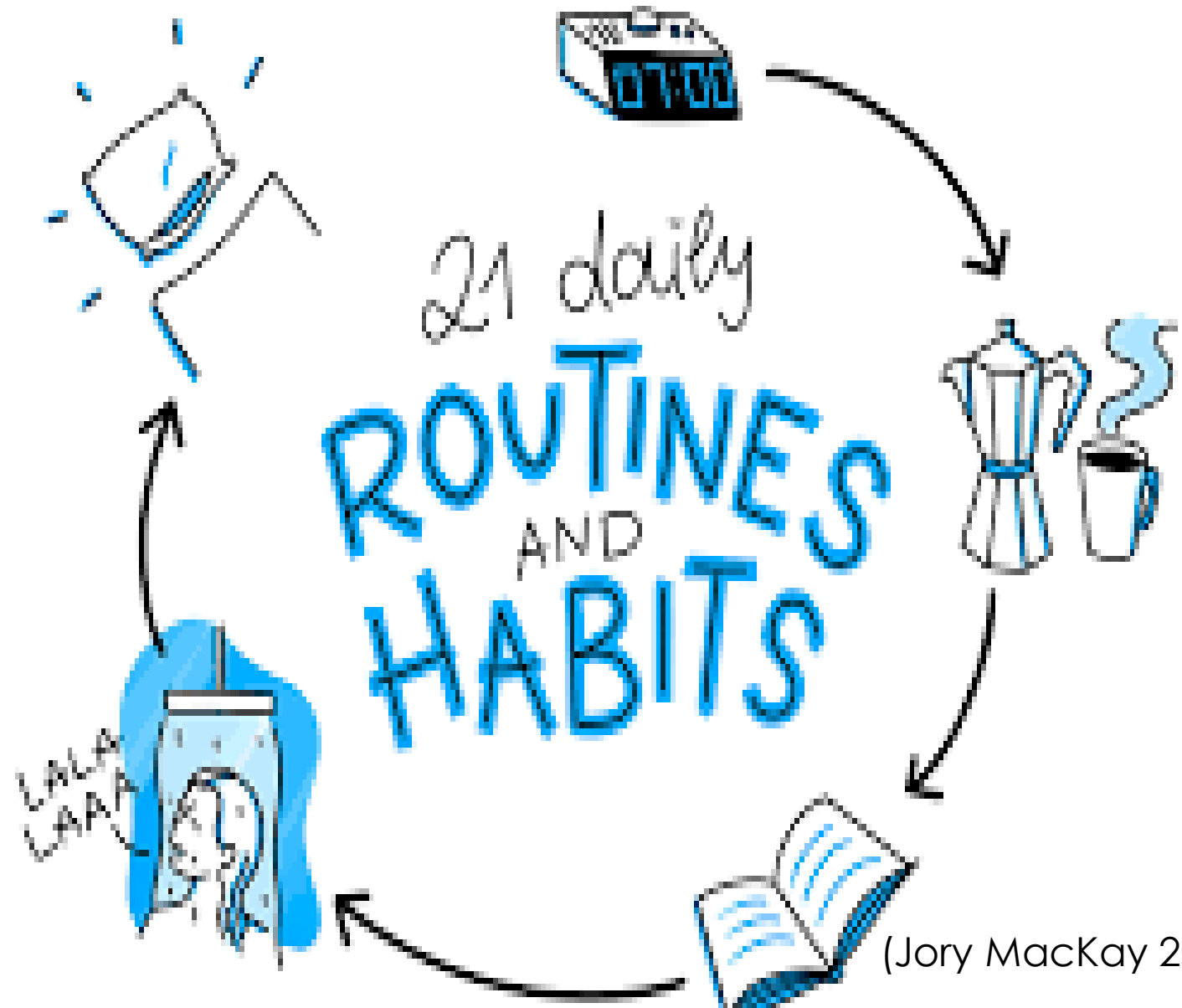


ACADEMIC AND EMPLOYABILITY SKILLS

INTENDED CAREER

JOANNA WALSH
BMSW4001

Presented by:
Dzheylyan Basrieva
2023967



(Jory MacKay 2019)

THINK ABOUT MY LIFE

- What I am doing?
- Where I am in my professional career?
- Am I happy with my life?
- What I want to do in the future?
- How I can get better future for myself and my family?

MY GOALS IN THE NEXT 5 YEARS:

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LONG -TERM
GOAL

TO BECOME
AN
ACCOUNTANT



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MOST IMPORTANT SKILLS NEEDED TO BE AN ACCOUNTANT:

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Why accountant:

- 9 to 5 working day
- Monday to Friday
- Average normal week work is 40 hours
- Good salary
- Can work from home

- Numerical skills- you must be confident performing common calculation efficiently.
- Analytical skills- to analyse finances and make reasonable suggestions to solve problems.
- Communication skills – discussion financial information.
- IT skills – work with the latest software.
- Perceptiveness-understanding changes to a client's industry that could impact on what they expect from you

SHORT TERM GOALS

- Completing Certificate in Higher Education Skills for the Workplace course
- Get voluntary experiences in the industry
- Improve my skills
- Improve my English

STRENGTHS AND WEAKNESSES

STRENGTHS

- Communication
- Easy learning skills
- Good teamwork
- Management skills
- Adaptability
- Organization
- Time management
- Numeracy

WEAKNESSES

- Analytical skills
- Critical thinking
- Industry knowledge
- Writing
- Spreadsheet proficiency

OPPORTUNITIES AND THREATS

OPPORTUNITIES

- Completing Certificate in Higher Education Skills for the Workplace course to improve my skills
- Improve my spreadsheet proficiently

THREATS

- More knowledge about the industry getting some extra course
- Improve my analytical, critical and writing skills whit the course (CertHE)

MY SWOT ANALYSES

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- SHORT TERM GOALS are halfway to be realised next year
- LONG TERM GOALS will be one step closer
- *Yes, it is going to be hard, but it is not impossible.
(Toby Mac)*

Dzheylyan Basrieva 2023967

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