

Module code and title BMSW4001, Academic And Employability Skills

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Assignment title ACE Practical Portfolio

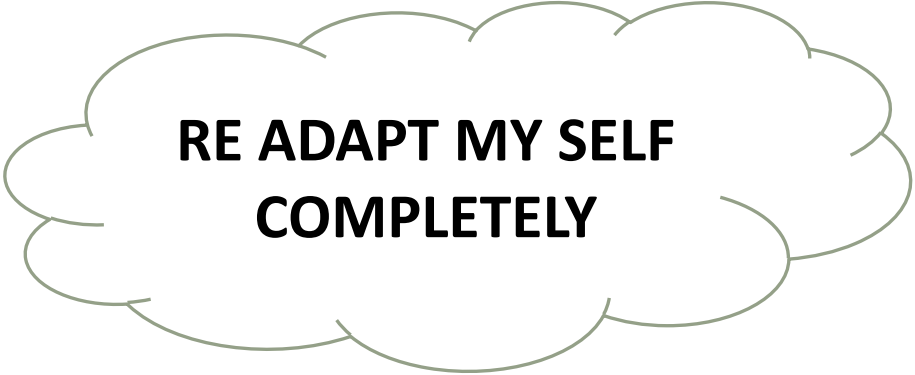
Task 1

Marta – Office Manager in London

20 TO 29 YEARS OLD – ITALY

- FAMILY & FRIENDS
- CULTURE
- ROUTIN – HABITS
- FLAT-PRIVACY
- LANGUAGE
- JOB

29 TO 33 YEARS OLD – UNITED KINGDOM



**RE ADAPT MY SELF
COMPLETELY**

Employability in terms of skills: *“the skills almost everyone needs to do almost any job”*.

Employability it's also capabilities or competencies :aptitude, attitude, behavior (jobs.ac.uk, 2021)

ACADEMIC & EMPLOYABILITY SKILLS FOR OFFICE MANAGER

- Reliability and discretion
- Organisational skills
- Communication
- Time management
- Budgeting
- Problem solving
- Initiative
- Leadership
- Attention to detail
- IT and MS office
- Exceptional reading and writing

(targetjobs.co.uk, 2021); (Upson, 2021)

EMPLOYABILITY SKILLS IN FINANCE SECTOR by (Doyle, 2020)

Accounting: Budgeting, Financial planning, Cash flow management, P&L, reconciliations

Analytical thinking: Financial planning and forecasting, Solving problems, economize

Software: MS office, Technology

Written & verbal communication: Persuading, presenting, leadership

PERSONAL ANALYSIS

STRENGTHS

Work experiences, IT, Customer care,
Honest, Leadership, Self-management,
Hard working, focused, bilingual, details
oriented, ambitious, reliable

OPPORTUNITIES

Big city: new job, training.
Applying skills at work

WEAKNESSES

To much attention to details,
Time conscious, I like to be early for appointment
and deadline

THREATS

Competitors, Experiences and skills requested
Bachelor Degree, Exceptional
communication written and spoken

PERSONAL DEVELOPMENT PLAN by Marta's lifestyle



References :

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[skills.htm#:~:text=Academic%20skills%20are%20a%20collection,learn%20and%20absorb%20school%20lessons.&text=Teachers%20often%20include%20academic%20skills,to%20really%20master%20certain%20concepts.](https://www.practicaladultinsights.com/what-are-academic-skills.htm#:~:text=Academic%20skills%20are%20a%20collection,learn%20and%20absorb%20school%20lessons.&text=Teachers%20often%20include%20academic%20skills,to%20really%20master%20certain%20concepts.)

[Accessed 28 March 2021].