

Business academic skills essay

[Business](#), [Company](#)



PERSONAL ASSESSMENT

For all the students in any learning institution there is always one suitable way in which learning appears easier. Among the styles used I found auditory the most suitable method as I got to understand whatever I was taught. Any explanations the teacher made on the course work in graphs, handouts and other notes given by the teacher, I realized it was easy to remember than when I read for myself. Moreover the teacher gave practical examples that are easier to relate to unlike those given in the books that are hypothetical. This way it is possible to apply them in a real life situation especially in the business field. Most of the examples given posed as possible solutions to various problems, therefore if faced with a difficulty while in the field finding a solution would be easy.

Group discussions to me were very helpful especially when the discussion involved a matter that was difficult for me to understand. Whenever a complex issue came up together with some of the students we would sit and analyze the issue and try and come up with a solution. This was very helpful as it developed my ability to work in a team. Also when we had to do work in groups especially for weekend assignments I learnt to appreciate everyone and improved on my ability to contribute to the work. Thus I can say that I work well in a group setting where everyone has something good to offer.

I assessed myself at the beginning of the year and it helped me analyze myself and see what I could do very well. Being fully aware of my personal skills has made me realize on what I can maximize on what am good at. The motivation behind conducting this personal assessment was the realization

that I cannot be possibly good at everything and it would be a loss to concentrate on one thing while am good at another. As a result of the assessment I was fulfilled as I am aware of my personal skills. These skills include; good relation when dealing with people, being ready to take a risk where necessary, managing budgets, following orders, being keen to details and organizing projects. My intention is to fully utilize these skills that I discovered I had at my working field.

I also conducted a SWOT analysis with the use of the outcome of the assessment I did. Obviously, all the skills that I possess posed as strengths that will be very useful when I am working. Among the weaknesses that I possess was thinking considering my way of doing things as the best especially when a dispute arises on how to do something, I am shy and may be unable to stand in a crowd and make a presentation. Although I have these weaknesses am willing to change them by working on my confidence by taking the challenge and speaking in front of people to boost my self confidence; also to listen to others and give them a chance to also say what their solution is to a problem.

Opportunities available for me are that of being a good manager owing to my skills that are my strengths. Currently I am working on anything that would hold me back like my being shy. At the moment I am listening to motivational tapes and practicing to speak in front of a crowd. In school I conducted presentations to improve on this. I am currently focusing on ensuring that I enhance my management skills in order not to miss out on such a great opportunity (Bowie, 1994). The only threat that would hold me

back is the fact that there is a change in management trends. Such a case is where most work can be done online and thus reducing the number of managers required (Harris, 2008).

My short term goals include improving my ability to conduct presentations in public. I shall achieve this by being active in class presentations. I aim to improve my grades by about 10% in order to achieve a good ranking at the end of my business school. I already have an online tutor and online discussion groups to increase my knowledge level. Spending more time in the library reading further and enquiring from the teacher where I do not understand. I need to find a part time job to do during my holidays that way I will keep busy. Thereafter, at the end of my course I hope to have improved my management skills by taking management training at a well known institution. This way I should have boosted my confidence and practiced in a real life situation, also I will have a chance to interact with the top managers and learn a thing from them. I aspire to get an honor in business to add to my formal education and improve on what I have learned already. This will be easier if I perform well in my current course as it will be easy being approved to proceed. My other middle term goal is to perform well in my honors.

At the end of the course I aim to find a job, during my training I hope to appeal to the employer so as to increase my chances of getting employment in that firm. 5 years from now I plan to be employed and promoted from supervisor to a middle leveled manager. This I shall achieve by being totally dedicated to my work, listening to instructions, performing my duties

adequately without supervision. Included in my long term goals is a sense of financial independence by then I should have developed a good business plan as I plan to be an entrepreneur.

COMMUNICATION SKILLS

Curriculum Vitae

(Insert Name)

(Insert Address)

(Insert Phone Number)

(Insert Email Address)

Career Objective

To be in the top level management of a well known firm that is a leading management consultancy firm.

Education

DAR AL SALAM SCHOOL, 2007

Foundation diploma 50%

OXFORD BUSINESS COLLEGE

Southampton Solent University till 2013

BA (Hons) Business Studies, BA (Hons) Business Management, BA (Hons) Accounting & Finance, BA (Hons) Accounting, BA (Hons) International Business Management, HND/C Business

Skills

Organizing projects, getting along with people, team work, time management, making budgets, following orders and leadership skills.

Languages

English and Arabic

Covering Letter

REF: APPLICATION FOR THE POST OF PROFFESIONAL RECRUITMENT
CONSULTANT

Following your advertisement of the vacancy of the position of a professional recruitment consultant (Ref: LM1906), I hereby wish to submit my formal application for the same. I believe that with the courses I have taken I am well suited to perform the job satisfactorily.

As can be seen in my C. V. (attached), I possess good leadership and relate well with people. The following skills will prove to be useful in this job. I will also seek to learn more about the organization and more on the tasks involved in the job.

Hope you consider my application and offer me a chance to serve your organization.

Kind Regards

EMPLOYABILITY SKILLS

Business management courses involve a lot of numbers of which I have handled well without any fear or issues whatsoever. With number accuracy

as one of the requirements I believe I am well able to apply that skill in the working field. I believe that with good knowledge on handling numbers as a manager I can cross check on any report that may have any calculations including accounting reports. This skill is important as most businesses are on making profits, profits in terms of money and money is numbers (Rhodd, 2010). Clearly, it will come as a useful skill during my employment.

Another skill that is needed is that teamwork spirit, and as I mentioned one of the skills that I possess which is one of my strengths is a being a team worker. This skill was enhanced during my learning days when conducting group work assignment and group discussions. Team work is necessary in any situation in life as man needs to coexist with others in order to develop. The same is true for any company, if all the employees work together to the good of the company it is bound to grow but if not the company will collapse. My teamwork skill is well complemented by my ability to relate well with other people. Therefore I will not only be working in a team with top level management but with all the employees including those at the lower levels. As a manager relating well with all the employees will ensure they remain motivated to work well as they feel appreciated and part of the organization. Once I am employed I will execute this skill, as it is a part of me, at work.

The skill of self management shows how responsible an individual is and if they can work well alone with minimal supervision. A manager should be able to motivate themselves in order to perform their tasks adequately if not they will perform poorly and will cost the organization (Farnham & Pimlott, 1995). As a student I had the chance to learn this skill well as I lived alone

and had to manage my time, money and resources well in order to survive. As a student I had to ensure I did the right thing at the right moment to ensure I achieved my own personal goals. For me full time supervision is not needed as I am well able to perform my duties without being followed up.

My course work involved intense training on marketing which generally involves learning on the consumers' behavior and the business product and the operation of a business. Being aware of the consumer and their needs and how the business is able to meet these needs. As a proficient manager learning these needs and meeting them satisfactorily. Due to the course I have undertaken on management I have acquired that skill and also my internship course has made me familiar with the business environment.

I am well familiar with management related software like Ms- Excel, Ms- Word, and Ms- Access. These are soft wares that I will require to use often during my work. When it comes to communication I am fluent speaker in English as I have done a HND/C business where I have learnt how to express myself orally and in written form. I am learned and have attained the following degrees BA (Hons) Business Studies, BA (Hons) Business Management, BA (Hons) Accounting & Finance, BA (Hons) Accounting, BA (Hons) International Business Management, HND/C Business. Other communication skills I have learnt during my training like presentations done in class. I am also very well equipped with problem solving skills acquired during the learning process I underwent.

REFLECTIVE STATEMENT

During the beginning of this year I made goals one of them was to improve my presentations skills, at the moment I am pleased as I have participated in presentations for group assignments where I was the group leader. I believe that has helped me improve in my leadership skills, as I was able to lead members of my group who are my peers to produce material that was useful. I also joined an online tutoring system where I got a personal tutor and I have witnessed an immense improvement in my academics. Now I am positive that with that pace I shall achieve the 10% increase I am aiming for. Visiting the library is no longer a problem for me it is now a habit that I am proud of. Nowadays I attend all my lessons without fail as a way to increase myself discipline level. The fact that I am working towards those goals and I have been able to achieve them gives me the motivation to go on that way and achieve even better results than I had anticipated.

I have also applied to many of the firms that I know perform well for an opportunity to train in their firms as an intern. I know that being in the company of qualified professionals I will learn more about business management in a real setting unlike the hypothetical ones in school. Hopefully I shall find great mentors there who will help shape my life.

REFERENCES

Bailey, S. (2010). *Academic Writing for International Students of Business*. London: Routledge.

Farnham, D & Pimlott, J. (1995). *Understanding Industrial Relations (Academic Business Practitioner)*. London: Thomson Learning.

<https://assignbuster.com/business-academic-skills-essay/>

Harris, L. (2008). *Mastering Corporations and Other Business Entities* (Carolina Academic Press Mastering Series). North Carolina: Carolina Academic.

Silva, P. J. (2007). *How to Write a Lot: A Practical Guide to Productive Academic Writing*. Washington: American Psychological Association.

Rhodd, R. (2010). *International Business (Quickstudy: Academic)*. New York: Barcharts

Bowie, N. (1994). *University-business Partnership: An Assessment (Issues in Academic Ethics)*. Manhattan: Rowman & Littlefield.

Henson, K. (1998). *Writing for Professional Publication: Keys to Academic and Business Success*. Boston: Allyn & Bacon.