

# Portfolio



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Compare and contrast your own experience, skills and behaviors with those valued by graduate employers Question 2: Identify typical graduate selection processes and evaluate your own strengths and weaknesses in the process of applying for a Job The ancients said; " Heaven has endowed me with talents for eventual use". This is to develop individual character and knowing own strengths and weaknesses. I found myself authenticity, patient, and discipline.

My bosses at preview bank, Madam Maria Hard, Mabel Boo and Phil Tan; commended that; I was passion, competent, knowledgeable and flexible at ark even my current boss, Mr. Vincent Tan. However, I might lost focus and sometime emotion, lack of communication with superiors that somehow effected my performance at work. Most of my superiors do not know what had I did and performed due to my low profile and quietness Bosses love to work with me because I seldom border them with problems and issued due to my experiences and flexibilities at work. Knowing what were within the requirement and limitations between organization and customers.

For example, customers might asked for extra mile services by going out to car park for endorsements or witnesses due to physical Isabel. I would certainly asked for permission and proceeded to help them with sincere. This was my spirits of customer services although I do not required to do so.

Other example like promoting of new launch internet banking, I will explained in detail although customers familiar of using internet. However, some features created might not cleared enough in the brochures such as FAA function, or one time password (TOP). I always take extra step to explain, as well as ways and features using our services.

Customers always impressed by my patient and passion at work by written a complementary feedback. Although I am a quiet and low profile person.

However, I realized I have a lot of friends especially before New Year period whereby; customers will queue up for new notes exchanged. In order to avoid long queue, friends will be remembered and started calling me during this period. I am always happy to help them and sent the new notes to their door side without asking for token. Although I had left the bank, I still continued to help because some of them are old ages who have difficulties to walk and handicapped.

My sincerity and extra mile services were rewarded complementary and rewarded every year as Gold and Platinum receives excellent awards by Singapore Excellent Services Awards during working in the bank. Although I received rewards every year. However, humans are not perfect. I do have a lot of weaknesses such as lack of communication skills, not focus, too quiet, lack of confidence especially during speeches and promote my own abilities. I am disciplined and always prepared in advance when there were needs to present ideas or speeches. However, I am still nervous and timid even though I had done many rehearsals. We went through a mock interview during these modules.

Lecturer advised that, I need more practices and rehearsals before I went for interview although I had experiences and confidence at work. However, I was not focus and lack of articulated skills. This might be eliminated by interviewer. He shared that, being focus I need to think in the way of this was my last chance or the only job for me. Focus on the requirement and set goal and force myself to achieve it during interview. I always lost focus and capture wrong points in the first place whenever my boss asked to start new

projects. These were wasted of time and double works as compare to other who can focus and trivet to the point.

I need to improve in this areas by observed more on how others can striver the right point at once. Read more articles on how to concentrate and ways by not interrupted by others which I can see my improvement as focus at work and class nowadays. 621 words [http://www. \]bob-interview-site. Com/examples-of-strengths-and-weaknesses-list-of- strengths-and-weaknesses. HTML dated 03 Deco 13](http://www. ]bob-interview-site. Com/examples-of-strengths-and-weaknesses-list-of- strengths-and-weaknesses. HTML dated 03 Deco 13) Question 3: An evaluation of your contribution to teamwork during this module In real working environment required teamwork as human cannot do things at all areas r complete projects by themselves.

Accumulated abilities and opinion of others made projects run more efficiencies and effectively. Hence, teamwork place a very important part at work or study. It builds up networking and relationship which may help in the future working or business environment. Teamwork involves working within a group of people, contributing ideas effectively, sharing of responsibilities assertive rather than passive or aggressive. Learn to accept from constructive, criticism and giving positive feedback from or to others. I went through a few group projects with others.

Most of the time, I found the corporative between team members were quite success and happy ending inclusive this module's project. We segregate the portion and each of us chose the portion we were interested in. There are different roles adapt for teamwork in the meeting such as: I) Encourager; people who energies, motivate or being enthusiastic. It) Compromiser;

people who maintain harmony among team members. lii) Leader; direct the sequence, controlled people and events. 'v) Summarizes; calm and reflective in discussion and conclusions. A good mediators and detail in plan. ) Ideas person; contribute new ideas, organism tasks, concentrated on big picture v') Evaluator; avoid to agree quick decisions. Think over slowly and carefully, offer measured, dispassionate critical analysis and contribute crucial decision making. Vii) Recorder; keeps group organized and focus. Offer to take notes or record of ideas and decision. A memory of the group. I found myself a compromiser who accepted others' ideas and suggestion in teamwork. I love to work in harmony although sometime teamwork appeared disagreements or arguments. I found that, harmony was important because it affected the outcome of the whole project.

During Business Challenge project, as usual, I acted as compromises and ideas person due to gain some experiences in business environmental. I pick up the action planned which need to do research and survey on market perception, things to do to set up business such as registration of Accounting and Corporate Regulatory Authority (CRA), rules and regulation set up as well as plan to acquire fund from public, shareholders and government. Example, Springs for Small Medium Entrepreneur (SEEM) fund, Taxes rebate such as PICK Grants and others facilities granted by government.

I am easy to communicate and work in he team due to humble, know to behave myself and to accepted suggestions of others. Always sociable and made people feel comfortable, willing to change my view to get a group decision. That make me work well with different people and work in a positive thinking atmosphere that helped team to get along with each other.

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I respect suggestions and ideas by listen carefully to their views, diplomatic and sensitive to feelings, recognize and resolve different opinions and conflicts of team members. I do not have much conflict with each other during this project beside of practice of reservation.

Another word, I am weak in presentation and need more practices or rehearsals with team members although I had familiarized and practice it many times. This was due to lack of confident to myself and stage fear. However, most of the team members were quite confident. I have no choose but try my best to present it without rehearsal. I afraid to be a burden of drag to members. However, thankful and appreciated that, team members were sympathy and accepted my weaknesses. On the other hand, I will challenge myself in this area by learning more techniques and skills.

Do more speeches in the future to season myself. Also set goal to become a motivation and nutrition speaker in the future. Plan to complete my Advanced Certificate in Training and Assessment (ACTA) after graduation.

Rewords Question 4: A personal career development plan and commentary on the challenges you will face in undertaking it According to PEER survey, Singapore was high living cost, lack of sports facilities and limited entertainment. People used to work life long in order to survive. Therefore, the stressfulness at work lead to increase in healthy issues. Coronary heart disease (82. % out of 100, people) became the top disease to cause of deaths in Singapore due to the stressful of life, living style and the food that they consumed dairy cause coronary blockage which could lead to high blood pressure, diabetics and heart diseases. I am planning to start up a cafe restaurant call: " Green on Earth" with healthy food and conduct of nutrition

class as well as nutrition ways of cooking. Also, plan to have motivation class for adults, teenagers, single parent, yellow ribbons (people who fail in their life and fall into wrong path) and parents bonding.

Sharing the ways to enlightenment and how to life healthy with body and soul. SMART goal of my business planning:- SMART Goals: I am motivated to share the knowledge on how to prevent from heart disease problem by learn to release stress with some simple exercises, change diet and living style. I love herbs such as Dill leaves, oregano, mint, thymes exact. It fragrant in mouth and help in digestion. Create an environmental that help to relax and throw all the doubts away with peace scenery of natural surroundings, music and waterfall. Not rushing for anything but Just relax with articles reading.

Promote Traditional Thunder rice tea which help to bush up energy and healthy food, made by few types of herbs for detect and build up immune system Associated Actions: Register cafe© restaurant as: " Green on Earth". This will be the Vegan restaurant. Provides health food, conduct cooking class, ways to eat healthy, motivation class for all level especially health conscious and family bonding which getting serious in our society.

Restaurant opening from 10: mamma to 10: pm, 7 days a week. Employees will be trained in specific operational duties and philosophy of our concept.

Will received extensive information and latest update on healthy eating and living style. Constantly tested of high standards of freshness and inventory control by computer system. Resources Required: Nutritionist who advice on what to eat and special design the food delegated to customer. Speaker in motivation and family bonding by Doctor Yap See Change Supplier to supply

fresh vegetables dairy that required by our menu. Idea of the health consciousness through nutritional awareness and dietary changes Look for investors and members of the cafe© and nutrition clubs.

Location should be at CUB area where most of the white collar can have a break after a busy day or during lunch hours to relax their mind. Timescale: Planning to have franchise in two years' time. Central kitchen in years third year if the business running profit. Planned to have herbs farm in five years where my father who experiences in farming vegetable and herbs to take care of the plant. Also, this helps to do more exercise dairy with friend in the farm. Challenges / barriers: Ways of our services which create an advantage over competitors: product identity, quality, and novelty

High employee motivation, good services attitude and proactive to explain the benefit of healthy food. Coos corner for display of health products and information Innovative and aggressive in service Food concept and product image to attract difference customer profiles: Student - it's getting more people developed healthy eating habit The health conscious person of any age or gentle and those committed to a healthy diet Open minded and curious who try it, People may find new experiences of nutrition food can be tasty and inexpensive. A peaceful mind and soul for blue and white collars during lunch, after work and rest days.