I have developed different work experience in the field of healthcare management in HFH Healthcare LTD for different clients. My career was continuing as self-employed for disabled patients in Kensington from 2021 July-2022 July. My education and language learning skill is effective to develop employment opportunities in the competitive market. At present I am working as a self-employed manicurist-pedicurist from July 2022. Within the next 5 years I want to see myself as a successful Finance Manager professional in any commercial business firm. I want to establish my career as a Finance Manager in a reputed business company to achieve growth.

|  |  |
| --- | --- |
| * Communication skill * Can successfully address the queries of clients | * Time management skill * Decision-making ability |
|  |  |
| * can expand the employment opportunity as a finance manager in any accounting firm * can understand the present market demand | * Less fluency in French and other regional languages * Less technically skilled in business |

| **Leadership skills** | **20/12/22** | **Attending the seminars to develop leadership skill** | **My team members will be satisfied with me** | **I will be able to lead the diversified team in future** |
| --- | --- | --- | --- | --- |
| **Presentation skills** | **25/12/22** | **Knowledge has to be improved in Finance and Accounting** | **My projects will be submitted timely** | **My professional skill will be enhanced** |
| **Team working skills** | **30/12/22** | **Extroversion has to be developed** | **Team will be collaborative** | **Team working skill will be developed by managing the working process effectively** |
| **Technical skill** | **30/12/22** | **Training and digital courses will have to be learnt** | **Technical learning of professional development will have to be maintained** | **Technical ability can be shown in business development and finance management** |
| **Problem-solving ability** | **31/12/22** | **Personal realisation about faults has to be developed** | **Continuous professional development can be helpful to develop problem-solving ability** | **Situations can be solved with the use of problem-solving ability** |

***CIMA Code of Ethics*** is very important to develop the professional quality and ethical values among the employees to make them effective about professional skill improvement. According to the code of ethics prescribed by CIMA the main principles to be adopted for enhancing the ethical behaviour and values among the employees are-

* ***Integrity*** refers to the development of understanding the ability of flourishing working responsibility in the professional workplace. The employees have to be self-integrated and aware about the team working spirit and encouraging mindset.
* ***Objectivity*** indicates implication of specific objectives to achieve the aim in professional life. The career related objectives have to be developed.
* ***Professional competence and due care*** can be an important principle for developing working effectiveness. The competency or ability has to be measured to assume the requirement of new skills.
* ***Professional behaviour*** in the organisational workplace has to be shown. The reliability,self-awareness, self-management skill has to be improved to become professionally well structured.
* ***confidentiality*** can be a key principle of code of conduct in a professional workplace. The maintenance of confidentiality about working secrets, documentation and privacy of the customers has to be taken as important values of professional skill.

[Your Name: Larisa-Elena]

Job Title: Finance Manager

[Phone No.:0223456981] | [Email Address:Larisa-Elenabusiness.123@gmail.com] | [Street Address, City, County, Postcode: Wembley, London, UK]

# Summary

I am passionate about whatever I am doing. The quality of working with others as a team is my strength that I can use in future as a Finance Manager to coordinate my team. My communication ability and language proficiency has been effective to enhance the professional opportunity of establishing a strong career as a Finance Manager in a business firm. My technical skill and certification course in accounting can be helpful to retain clients satisfactorily.

# Credentials

| Graduation in Finance and Accountancy | 2015 |
| --- | --- |
| **UK Driving License, B category** | 2020 |

# Experience

| Self employed as a manicurist-pedicurist | from July 2022 till present |
| --- | --- |
| Self-employed career for a disabled patient in Kensington. | 2021 July to 2022 July |

# Education

| **High School Diploma in Suceava, Romania** | **September 2009- June 2013** |
| --- | --- |

| Graduated in Accountancy in 2015 |
| --- |

# Affiliations

| Developing career as a business floor observatory | 2015-2016 |
| --- | --- |
| employed in a business company in marketing department of a reputed company | 2015 |

# Community Service

| **Disabled service has been offered by me in collaboration with an NGO in the UK** | 2017-2018] |
| --- | --- |

**Job Role:** The entry-level position in an accounting firm is the designation of a junior accountant. Posting journal entries and updating finance statements are the job role of a junior accountant.

**Competencies:** Measuring skill with strong problem-solving ability and accounting and finance conceptual framework.

**Roles and Responsibilities:** The role and responsibilities of a junior accountant is to develop finance statements, posting journal articles and monitoring financial statements. The record keeping of payroll of employees.

**Desired Skills:** Skills needed to become a junior accountant are having clear concept about management and finance, problem-solving ability and statistical data entry with analysis

**Benefits (Salary, Pension, Life Insurance) :** Salary from $20,000 to $30,000

Pension is offered with life insurance scheme after one year completing the job.

| **Do you think you are competent to handle diverse clients as an accountant in our organisaton?** |
| --- |
| **What are the skills you have to convince a client to develop a business relationship with our branch?** |
| **Do you have any experience previously in the same field of work?** |
| **How can you offer service to a weighted client and a regular client?** |
| **Do you have any expectations in terms of salary and other facilities in out company?** |

| This week the examples of different accountants and their profile has been shown. The process of writing a financial resume has been taught.  The writing of my financial resume was a little different I suppose. |
| --- |
| According to Kolb's reflective theory I have developed a concrete operational stage to acquire the knowledge of finance. |

| This week CIMA Code of conduct to enhance professional behaviour has been taught. Ethical principles and consideration for accountants have been discussed this week. The performance improvement process of an accountant has been taught. Improving professional development and integrity has been taught.  The requirement of code of ethics as known to me.  The use of principles by CIMA has been difficult to learn. |
| --- |
| According to Moon’s Four levels of Reflective Writing framework I can say that my knowledge of developing code of ethics as an accountant has started emerging. |

| In week 2 the learning was concentrated upon how to write a personal statement for developing a curriculum vitae in future, The process of analysing personal skill audit has been taught in this week to assess personal SWOT analysis (strengths, weaknesses, opportunities and threats). The soft skill identification for an accountant in the business field has been taught.  I already know the process of writing a personal statement.  Analysing soft skills I found hard. |
| --- |
| According to Moon’s Four level of Reflective Writing framework I have developed the understanding of presenting oneself through the identification of skills and competencies. The analysis of self-management skills have been important for me to assess critical thinking ability and problem-solving skills. |

| In the 4th week the analysis of developing professional skills has been taught. Personal-self management skill development process has been discussed. The reflective practice engagement has been included as a business professional. |
| --- |
| According to the reflective framework of Moon’s Four level model, the description of analysing personal self-management skill has been learnt by me in this week. |