**PORTFOLIO**

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## Discussion on the ideas for exploring future career

A lifelong process that includes working on the skills of an individual, finding a job, and taking out expectations from the job till retirement is considered career planning. A career plan last as much as possible compared to other short-term or long-term plans(Fahmi and Ali, 2022). The very first thing that is necessary for career planning is to evaluate the skills of an individual scale is something that the individual learns how to process a particular job, and identifying the proper skill that helps the individual to find the ideal job is necessary. Career planning is essential as the job has become a life necessity.

## Illustration on certification of completion on portfolio

**Plan for Future**

My education elaborates as a master's in international business management student, And my future plan is to set the goals of working in an international organisation which enrich my studies and my academic skills to gain success. With respect to my skills, I have achieved quick learning, leadership skills and working in a team, which are helpful for me to enter a multinational organisation and project business management aspects to the company. For providing extra help, I have crafted future planning goals which enrich to answer the path to achieving success.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Goals*** | ***Month 1*** | ***Month 2*** | ***Month 3*** | ***Month 4*** |
| **Professional Development** |  |  |  |  |
| **Career** |  |  |  |  |
| **Others** |  |  |  |  |

**Table 1: Goals to achieve with respect to future planning**

(Source: Self-created)

Developing the professional necessary to engage the research skill which is necessary for searching the organisation providing internship and the career goal and planning are also inspired by the development of professionalism. After engaging in an internship employee's career can be developed which helps to involve in future planning.

**Achieving valuable experiences**

Developing a future plan which evolves research on getting an internship in a multinational organisation is helpful to achieve experiences. Although, as per my concerns I have skills in leadership, teamworking and quick learning, which help me to engage in a multinational organisation. However, for working in a multinational organisation is necessary to include valuable experience which can be gathered while working as an intern. It helps to draw a valuable knowledge-gaining process and provide experience in working in the management field, which increases research skills, time management skills, empathy skills and many more aspects. From the certificate of completion, I have learnt that working in an organisation as an intern helps to increase more knowledge regarding communication skills development and face-to-face interaction with others.

**Networking and social media**

After issuing the certificate of completion it helps in accessing the network and social media aspects and it provides benefits to develop my career planning. Networking refers to building a mutual and beneficial connection between professionalism and the organisation (Ruiz-Mallén and Heras, 2020). Through the help of networking it provides advantages which involve confidence motivation and creativity intellectual which is necessary for advancing the career aspects. However, social media also plays an important role in the development of a career as it enlarges the connectivity with the audience in an effective way where it is easier for the organisation in terms of job hunting as well as recognition. Social media provides extended opportunities to students in terms of working in multinational organisations (Singh *et al*., 2020). There are various social media platforms such as LinkedIn, Facebook and many more which provide an elongated path for students for joining their dream job. The certificate provides an essential benefit which helps in enlarging the career path for me.

**Finding a graduate job**

“Certification of completion”, helps in proving the qualification of the job role and the credentials of the student in terms of getting a better job in the market. It enriches on getting promotion and increases salary skills, it is necessary to upgrade the certificate skills which are necessary for building the career. One of the major benefits which I have observed after the certification of completion issued as it provides a competitive advantages towards professionalism (Kanuka and Smith, 2019). A multinational organisation always looking forward to having skilled employees and the certification help to represent the qualification of the employees and upgraded skill which is essential for working in and multinational organisation.

**Perfect the CV and cover letter**

Earning certification helps to show necessary devotion towards the field of work and provide evidence of the skills which are necessary for working in the organisation. Upgradation in certification helps in enriching and perfecting the CV as well as the cover letter. The role of perfect CV and cover letter represent ownself towards the company which helps to provide details regarding the various skills which is necessary and required to match the need of the company and create a competitive advantage with the other participants for the same job role. Sharing the certification of completion on networking and online profile, interviews and assessment centre, winning application and finding a graduate job is attached with the profile which helps to increase the value towards the CV and cover letter.

**Writing a winning application form**

The certificate of completion has educated me to write a winning application form which is easier to accept by companies. The role of the application form in the letter explains the information regarding the need for the job and the importance of working with the organisation. It is a powerful opportunity to emphasise relevant qualifications and project information on the best candidate for the job (Ahmad, 2020). The application forms help to increase researching skills for the openings of jobs and it increases the use of professional format while writing the letter to the organisation. Summarizing the qualification and explanation of the best fit for the job are also elaborated in the application form.

**Shining at the interviews and assessment centres**

The certification of completion helps to educate various awareness which is necessary in shining in the interview and assessment centres. There are the presence of various aspects which is necessary to produce at the time of the interview session in the organisation. Awareness of body language is one of the necessary aspects which is helpful in longitude the performance level. From the certificate language of sitting up straight, making eye contact and smiling shows the confidence of a nice person.

## Career Plan

Carrer PlanIs necessary to propose with less competitiveness which directs to more scope and better chances of success. Through the help of the table, it is easier to elaborate the career planning.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Goals*** | ***Action*** | ***Resources*** | ***Time-table*** |
| Current trends | For activating current trends it is necessary to analyse the job market and identify the demand which is necessary for enriching the latest trend and traditional trends as well. | Internet sources, and social media, textbooks, newspaper | 1-3 weeks |
| Innovation and Investments | Under the research skill it is necessary to understand at what rate the particular working field is increasing and the rate of innovation is involved in the organisation. The report is necessary to engage where government investment towards the organisation is necessary to identify. | Newspaper, internet sources, social media. | 2 weeks |
| Passion | As a management student it is necessary to identify the passion and relate it with the field of work in the preferred organization and analyse its growth tactics. It is necessary to understand the enjoyment and fulfil of passion which can be given by the organisation while working. | Company profile, and annual report of the company, internet resources. | 4 weeks |
| Unique Skillset | While working in an organisation it is necessary to develop skills, upgradation of technological is one of the major needs for the company which is necessary to provide. | Online courses, internet education, textbooks | 4 weeks |
| Future Demands | One of the necessary aspects to understand regarding the train share by the company is temporary or permanent. Accessing the record whether fulfilling the demand is eligible or not is necessary to track down. | Company profile, annual report of the company, internet sources, social media review | 2 weeks |

**Table 2: Career Planning table**

(Source: Self-created)

## List of skills necessary to develop and experiences necessary to grow in a professional career

An individual should process a number of skills that are required to develop a professional career that is required are given here:

The ability to learn is the most crucial skill that an individual should process to grow in the professional context as it is very essential to expand knowledge as the information is constantly coming due to the upgradation of technology and various other environmental factors (Agranovich, *et al.,* 2019).

The resilience of an individual to grow in a professional career is very important to have resilience skills as failures are interlinked with life, through resilience an individual can bounce back the track of their career when they face any kind of challenges in their professional career.

The ability to be agile is another important skill that an individual posses. Agility is necessary as what is working today will not work tomorrow so it is very important to be agile in the workplace e and with the clients.

To be creative, creativity is a crucial skill of all skill that an individual must possess to grow in the professional font, Individuals who can envision future opportunities are considered, and finding out new ways to solve a problem in a creative way is appreciated by the organisation.

## Curriculum Vitae

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| --- |
| **YOUSAF KUNNATHVALAPPIL MUHAMMED KUTTY**  International Business Management Student  Email id:  Phone number:  Location: 47 NORTH ROADARDI, CF10 3DX CARDIFF  Social Media Profile link:  ***OBJECTIVES***  I am currently studying international business management in Cardiff Metropolitan University, and I am capable of working under pressure, working in a team, having leadership skills and also a quick learner. My career objective is to Quest towards work a professional environment which helps me in increasing and enhancing knowledge regarding the latest technology and various strategies which are engaged in the organisation with my virtue of sincerity and dedication. I am intended to contribute positivity towards the work field of the organisation which encourages me in growth and prosperity towards the organisation.  ***WORKING EXPERIENCES***  I have worked for Veraity Enterprises as a highly-skilled office assistant manager and was able to achieve technical experience to mitigate issues rises in the organisation.  ***STRENGTHS***  My strength includes   * Hardworking nature with the act of building a good team player * Sincere and cooperativeness towards work * Leadership skills and ability to work with minimum guidance * Quick learning activities   ***EDUCATION***   * Schooling from IG English School, affiliated with CBSE * Intermediate from GHSS PERINGODE * Bachelor of Commerce from Annamalai University * Masters in international business management from Cardiff Metropolitan University   ***TRAINING ATTENDED***   * Certification of completion for graduate job * Certification of completion for Writing a winning application form * Certification of completion for getting valuable experience for working expansion * Certification of completion for Network and online profile creation * Certification of completion for shine at interview and assessment centres.   ***PROJECT UNDERTAKEN***  Participated in various project work during the session in mastering international business management.  ***PERSONAL INFORMATION***  Sex: male  Civil status: Unmarried  Nationality: Indian  Date of birth: July 02, 2020  Language Proficiency: English and Malayalam  Hobbies: Reading, travelling and photography |

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| --- |
| **COVER LETTER**  YOUSAF KUNNATHVALAPPIL MUHAMMED KUTTY  Ph no:  Email Id:  Sir,  My name is Yousaf, and I am a University Graduate under international business management from Cardiff Metropolitan University. I have achieved grade experience while completing my journey towards academic study which it represented me to work in Veraity Enterprise. I was a highly skilled office assistant working as and business manager which help me to gain confidence in terms of processing my skills and qualification for the elaboration of this role.  In addition, I have completed professional market research and achieved experience in the technical field which illustrates my knowledge towards Technology. I have also gained experience is on the collaboration of cross-functionality and increases communication skills which help me in increasing strong interpersonal skills as well. My role and experience in working at Veraity Enterprise, provide me with an opportunity to track a record of success and work with different stakeholders to largest my knowledge. I represent the stakeholders regarding the various prospects of the project work which promises to deliver on time and within the given budget.  I am looking forward to the opportunity to bring my experience as well as skills to Chathamkandathil Fanciers in terms of providing success to the organisation. Thank you for considering the application and I look forward to achieving opportunities for elaborating my skills and qualification further.  Sincerely,  Yousaf Kunnathvalappil Muhammed Kutty |

## Living CV

It is important to stay competitive in the market to get a job, so it is important to build a living resume that will constantly evolve curriculum vitae which will reflect the updated skills and experience of the individual. It is generally considered as the learning outcome of an individual which can be recognised and understood categorically starting from the birth of the individual to present updated knowledge. Origin is generally considered the blueprint on a map that outlines the educational, professional, and social career of an individual. It is not possible for an individual to remember their achievement during their college or whether they have received a scholarship or attended any seminars or not, so it is necessary to keep all the things accumulated in a document (Lipton, 2022). By maintaining a living CV, individuals can easily evaluate the necessary skills that they are required to develop to get a job ideal for their career or to grow on the professional front.

It has been observed that most individuals stop updating their resume or they update it whenever they need a job, but it is essential to keep updating the resume so that it attracts recruiters and to have an insight into the individual characteristics that the individual has sufficient knowledge about the environment that is prevailing around. Before making the live resume it is important to consider the old resume and to compare what skills the individual has acquired throughout the years or what other changes need to be made while making the live resume. It is essential to reflect the understanding of the individual in the prevailing changes in the particular industry that the individual wants to pursue. It is important to attend various seminars and upgrade the knowledge of the individual through various online classes about the ongoing trends in the industry before making a live CV.

Link:

<https://1drv.ms/v/s!AnrIvdBnTFqBixEKyPHoSJEPjJEj>

## Online Profile

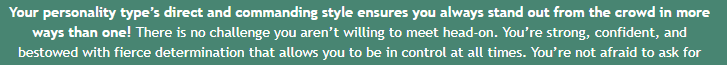
## Evidence of application form

It is important to have evidence of the application form it means that the information in the applications is disclosed including the information that is received from third parties through interviews or assessments which is related to such activities. Individuals need to submit the full document to support their application as a form of evidence (Portney, 2020). A photocopy of the application form is not considered a piece of evidence and it is considered exceptional only in some circumstances that are beyond the control such as natural disasters or war, in the case of the theft or fire incident of the certificate of the individual.

## Recorded Interview

## Psychometric test

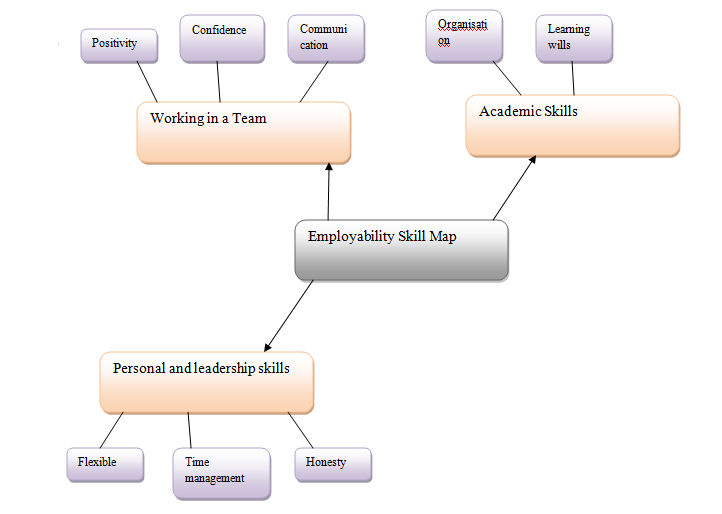
Psychometric Test result provided



Link: <https://1drv.ms/v/s!AnrIvdBnTFqBixEKyPHoSJEPjJEj>

According to the result which I have found the psychometric test has provided direct and commenting style which I have achieved to control the crowd rather than one another. I do face no challenges in meeting people which is one of the major skills and achievements of working as a business manager. Strong and confidence are present which allows me to control my time management and it is necessary in terms of mitigating various issues while working in an organisation.

## Personal Employability skill map with rationale



**Figure 1: Personal Employability Skill Map**

(Source: Self-created)

Under personal employability skill map it is involved 3 aspects where working as a team, academic skills and personal leadership development skills is one of the major aspects. However, personal employable skills are enriched with skills, Personal qualities and values which are necessary to enable in the workplace. These qualities are helpful to engage good communication, motivating in work and providing initiation to complete the work. Under personal and leadership skills it is necessary to provide flexibility, managers’ time and providing honesty helpful to increase creative thinking and problem-solving techniques. It also enriches leadership skills through providing proper communication with the employees and the team and helps to mitigate the issues. Under leadership skill it is necessary to provide honesty, openness, integrity and many more aspects which provide impact to the variables and increase the trust of the leader by the employees (Norman *et al*., 2020). Working in a team is important, As teamwork encourages the delegated task according to the prospectives of every team member's ability. It also shares the working aspects for improving productivity and also the skill set of each individual employee. It is enriched with flexibility with provides the group of employees to work together through which risk factors decrease and more opportunities to complete the work enriches. The role of academic skill helps to develop an employability skill map as it helps in proposing various learning skill which is necessary at the time of working and also helps in organising the perspective work under proper time management which and one of the necessary aspect of working in an organisation. Proper communication and communication skills development is one of the essential parts where better employee engagement can eject and also provide a proper map of alignment (Chanana, 2021). The role of the employee skill map help to establish the interest of the employee and increases the individual competencies which are necessary to improve the skill and also finish the project work on time.

## Evidence on activities

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